THE GREGG WRITER

A MAGAZINE FOR SECRETARIES
STENOGRAPHERS AND TYPISTS

NOVEMBER 1945 15 CENTS

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The GREGG WRITER

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FATE CHANGES THE "KEYS"

Stenography is not only a short cut to any field, but a happy field in itself in which to carve out a career

MARY TATE FORBES

SHORTHAND and typing each received one hour every day of my last two years in high school—to satisfy my career-woman mother, though having trained assiduously as a pianist, since childhood, with the concert stage as a goal, the only advantage I could *pre*conceive in being stenographically equipped was in connection with notes, lectures, and paper work during college.

Following my high school graduation came my seventeenth birthday. Then, suddenly, circumstances were bitterly altered. Critical illness in the family and subsequent hospital expenses absorbed my entire educational fund. What was I to do now?

Before the fall term of college had opened, I succeeded in transforming a hobby (knitting) into employment as an assistant in the handcraft department of a local mercantile establishment, for the magnificent sum of twelve dollars a week (prewar!), but in five months I had managed to save over a hundred dollars towards my reluctantly postponed musical education.

My immediate superior was a rather neurotic middle-aged lady who infuriated me at least ten times a day with inexplicable idiosyncrasies. Retrospectively, I must say that the most valuable experience I derived from my first job was the knowledge that if you MUST, and if you TRY, it is possible to be compatible under any circumstances. However, I meant to tell you a story about typing and shorthand . . . and here it is:

THE department store where I worked had an office, of course—but this particular office was regarded by all of the employees as a sort of "holy ground." One cold, disagreeable January morning, I noticed the office manager dashing about over our floor, and soon heard him inquiring whether any of us could take dictation. Hoping to trade the sheer boredom and unhappiness of my duties even for a little while, I held up an indifferent hand. Without further interrogation, he lead me to a chair beside the desk of the firm's proprietor—the boss!—who seemed as deep in concentration as I felt nervous. Dispensing with idle banter or even preparatory explanation, he began dictating. Precisely at the moment I intended to write the first outline, came the thought that seven months had passed since I had even seen a shorthand outline, much less attempted to take dictation. With what I feel sure to have been beginner's luck, I managed to take the dictation and transcribe it into a passable-looking letter. Nobody could have been more amazed than I, regardless of the fact that I did have the benefit of excellent and thorough training from my high school teacher.

The "boss" signed the letter without comment, and, as I started on the way back to my knitting, he explained that both of the secretaries were ill and thanked me graciously for having answered the emergency call. Both pleased and discouraged, I resumed my work; once more I began crossing the days off my mental calendar—one by one—wondering how long it would take to save enough money on such a small salary.

EXACTLY one week after the day of the letter writing, I received a terse notice to appear before the boss-man. With great shaking of the knees, in anticipation of being fired, I approached the sanctum, to discover, to my great astonishment, that he

had decided to transfer me to a stenographic position in the office. My new salary was to be eighteen dollars a week, and the hours shorter! To say that I worked hard would be a masterpiece of understatement; I ate, slept, and breathed shorthand and typing those first months. Five o'clock meant dashing home for a hurried meal, then four or five hours of shorthand study . . . and there were three men who gave me lots and lots of shorthand study during the day!

My employer had several interests in addition to his mercantile business, among them ranching, cattle trading, farming, and locating and production of petroleum—the "oil business." After seven months in the mercantile office, I was informed most abruptly that I was being transferred to the "oil department" and that my compensation would be monthly and almost twice the previous sum. There were now six men I called "bosses," but this job seemed to be cut out for me. Before a month passed, I had developed an ardent enthusiasm for stenography, and soon became interested, not only in doing a good job, but in being well-dressed for that job. As a result, music assumed a secondary place in my important plans, and the savings did not accumulate with their former rapidity—but I was completely happy in my work, and after years of labor it is my earnest contention that being occupied PLEASANTLY is the factor most essential to a job well done.

TRANSACTIONS in the "oil department" covered also the sale and exchange of land. One day in 1941, I drew a deed for the sale of a ranch to a cowboy movie star who wanted a location in our state for establishing rodeo headquarters of a show that he was assembling. Through this incident, I met the charming hero—whom I shall leave nameless and to your imagination, since he is still very much alive and in the public eye—and, with the blessings of my benefactors, I took over the secretarial duties of the rodeo show. That was the only job I have had that might be called glamorous, and how I enjoyed the work! The days' tasks were duties not ordinarily found in an average secretarial day—driving a hundred miles to the city to meet a plane; sitting on a fence in jeans and boots, taking notes on the performances and characteristics of the different broncho horses, as they were tried out on the ranch prior to the shows; helping with the thousand details connected with a weekly broadcast over a major network; or writing a rodeo contract at midnight, or perhaps later. Of course, the magic spell was broken when my famous employer chose to enter the Air Corps, but it was wonderful while it lasted. And none of it would have happened without the knowledge of shorthand and typing.

THIS brings my story up to August, 1942, when the war was growing out of infancy. Civil Service presented itself as a worthy possibility, and I took the customary steps to become a "government gal" with the United States Engineers. Six weeks later the project was cancelled, and, by this time, I felt life for me to be a series of broken connections. While debating whether to transfer in Civil Service and live away from home, I was offered a secretarial position with a large oil company and began as secretary to the office manager. Shortly afterward, I was transferred to the office of a company attorney, where I had my first encounter with legal work—a most intriguing phase of stenography. This arrangement lasted almost a year, when the Army stepped in again and I lost one more boss. My path next led to the department labeled "Tax," and I became secretary to the firm's tax consultant, in which capacity I am yet remaining.

And out of all this varied experience there's a point I wish to make to any of you young people who are just starting out in the business world. Don't dwell on thoughts of the things you you don't have or can't get, but make the most—*the very most*—of the opportunities that constantly present themselves about you. There is no equipment as versatile as shorthand and typing for rapid, profitable progress! If you haven't time and/or money for an

VICTORY LOAN

BUY YOUR SHARE!

October 29-December 8

education in your chosen field, remember that stenography is also the short cut to *any* field. Indeed, my mother's "whim" turned out to be one of the contributing factors of my life!

* * *

NOW in case you've read this far, and should you care to know more of my story: This time, I expect to come out even with the "boss" situation. This time he is past the Army age, and intends to retire, now that peace has come, as soon as there are young men to take over his business for him here at home. And as for what I shall do . . . well, I recently married one of those "young men" who are still busy abroad, and when he comes home, I'm going to follow my boss' example. Why, yes, I'm going to retire!

A Tip or Two for You

ONE particularly good way of showing interest in your position is to cut out newspaper or magazine items pertaining to your work. These may interest even the boss. One day I happened to mention to the boss that the newspaper often contained items related to our office, and I suggested that I should like to keep a scrapbook of these articles. He willingly agreed, reached down into his pocket for some change, and told me to buy the book at lunchtime. Keeping up that scrapbook became one of my most interesting duties. Finally, the entire office force took pride in it—some of the traveling members even going so far as to mail in items.

You might become more familiar with your building. Do you know the names of all the workers on your floor? Do you know the positions of all the offices in the building? Do you know the name of all the heads of the departments? Once, when I wasn't busy, I asked the boss to let me go through the institution with a group of visitors and he immediately consented. He understood why—that I wanted to direct stray callers more intelligently. Visitors often enter one office to inquire about another.—*Velma L. Harvey*

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▶THIS is no time for civilians to ease up on Bond buying. There are still a lot of men to be brought home from overseas, an Army of Occupation to be maintained, and the disabled to be restored to health. It can't be done without *your* help!

Anent the Alphabet in Business

A Basic Essential in the Office

MADELINE CORSE

"SHE doesn't know her ABC's." That used to mean wearing a dunce cap and standing in the corner. Now such a girl goes blithely into a business office, and, being the last girl hired, is probably put to work as a filing clerk.

The alphabet is the basis of all filing, whether correspondence, invoices, ledger cards, customers' orders, cataloguing, or listing in telephone books. Digging out information from one source or another is part of the daily office routine, and, while a busy executive is chewing his cigar and tapping his foot, a bewildered but well-meaning youngster is pawing wildly through some sort of records.

LACK of proper training is usually responsible for the confusion. Experienced office personnel swear under their breath, or even aloud, according to temperament and the degree of annoyance when the "Medford" folder can't be found. Young Susie has filed it back of the "Melrose" folder. When the error is brought to her attention, she expresses surprise.

"But we never bothered about the alphabet in school," she protests. "It's old-fashioned."

Even though the reading method used in the lower grades may not call for a knowledge of the alphabet, when pupils reach the upper grades and high school (particularly in classes having to do with commercial subjects) thorough training should certainly be given in alphabetical arrangement.

MANY errors on the part of youngsters on their first jobs can be traced to carelessness. They fail to comprehend the confusion that may arise when business papers can't be found when urgently needed. After they have done some hunting themselves, they take more care in remembering that *L* comes after *K*, but they learn it the *hard* way. Most of them actually learn the alphabet after they leave school.

The solution of this problem is not difficult. It is as simple as ABC.

WORKHOR
OFFI

That's what the stencil handle the vast volume of

ROB

The stencil and the duplicator have become such common tools for Navy offices that instructions in their use are as important as learning to type.

WHEN they start pinning medals on machinery that has helped win the war, the Navy's office force of yeomen and storekeepers will probably unanimously vote the stencil duplicator their faithful workhorse.

Usually referred to as a Mimeograph (whether actually that brand or not), the duplicator has become the bosom buddy of the typewriter in Uncle Sam's fleet. Gulping up memorandums and orders every day of the week, the duplicator is the answer to the Navy's favorite word, "expedite."

The fellow who defined Washington as a place where you "pass the buck, shoot the bull, and make seven copies of everything" didn't mention how you make those copies, but we'll bet they cut a stencil on it, save the stencil, and eventually run off a thousand copies.

NAVY yeomen, the bluejacket version of stenographers, do everything in ship's offices but sit on the Commander's lap. And early in their career they get a literal dunking in duplicator ink, correction fluid, and type cleaner. Although they're the office boys, most of them are about as delicate with a typewriter and a duplicator as a Sunday motorcyclist on a hillclimbing contest.

But sometimes they get pretty practical about the whole business, too, like the repairman handed an impression roller melted into a ball from South Pacific humidity, with the explanation, "our Mimeograph won't work without it." Half a day later the machine was operating again with an old typewriter roller, pared down to size on a lathe, which had been salvaged and which surely would never melt.

THE wartime Navy had little time to stand behind its yeomen and tell them how to cut stencils and run the duplicator. There were no pretty teachers with photo-electric eyes to spot every error, nor a "factory representative" to show them the details of the machinery.

So they learned the hard way.

After learning the hard way, they started reading the instructions on stencil packages, in typing books, and duplicator manuals and found it was all there in the first place, but nobody bothered to read it. That showed lack of interest. It was then discovered that *all* the pitfalls of stencilling and duplicating could be traced to lack of interest. And lack of interest in the neatness of stencil work usually indicates that the stenographer isn't much interested in the other branches of his job either.

ONE day we "ran down" the yeoman who had a reputation for putting out such excellent work it made the rest of us look like dubs. He was J. V. Donnelly, Y1c. We sat around and watched. The secrets of his success were ridiculously simple.

He *never* struck over a letter. He corrected it with correction fluid, *which he let dry*. He smacked the keys hard enough

OR NAVY'S FFBOYS

ncil proves to be for the men who ie of pk needed to "fight" the Fleet

ROBERTES, Y1c
WITH OFFICIAL PHOTOGRAPHS

Here a Navy chief petty officer, whose duties are a full-time job of leading and teaching, is supervising operation of a modern duplicator. Brands and models are numerous, but the stencil type is the most common.

to cut through, whether it was a noiseless, a standard, upright, or baby grand—but not to *cut out!*

Although our hero often was tempted to draw little designs on the stencils for the ship's paper and the like, he hung his head and simply said, "I cannot draw, so I don't spoil the stencils by trying to."

Donnelly used the cushion sheets provided with the stencils, as the instructions directed, and held the completed stencil to the light, examining the typing to check against fingernail scratches or other blemishes that could be eradicated with correction fluid.

HE told us he made a habit of cleaning the keys every time he stopped to make a correction—because he had to wait for the fluid to dry, anyway. Donnelly said he had unusual respect for the commas, periods, *m*'s and *w*'s. Then he showed us how some typists hit the comma and period so hard that two of them print—one in the regular space, and another directly above it. Usually *m*'s and *w*'s are hit too gently. They're like snowshoes—need oomph.

It developed that some brands of typewriters cut better stencils than others, and that elite type consistently produces better looking work. "Find the kind of typewriter that works best, then stick to it," is Donnelly's advice. But a typewriter used for constant stencil cutting develops soft rollers from the oil in the stencil, and although this doesn't particularly affect stencil cutting, it does affect your ordinary letter typing.

DONNELLY'S interest in those fragile pieces of blue wax was so genuine and deep rooted you felt sure he must be kind to small children and old ladies. But when he arose from his typewriter to walk toward the duplicator, we said to ourselves, "here's where he gets ink up to his elbows like the rest of us, the paper jammed in the cylinder, and the stencil ripped to shreds. At last we shall be on common ground."

Not Donnelly! He might as well have had on a white coat and a carnation. And you could actually *read* the copies he ran off.

We had him there, though. We made Donnelly break down and admit he didn't learn how to manipulate that machine totally out of books. "I'll admit I've run these things before," he said. "If you're going to get good results, and keep clean, too, you need to practice around with them a bit." And he pointed out that the greatest fault with the open-cylinder type of duplicator is failure to use sufficient ink. "When you show one of these ink-misers how much ink to put in the cylinder, he invariably screams that 'it'll drip all over,'" Donnelly said.

"Well," we couldn't help saying, "Does it?"

We got a dirty look, and a subdued, "No."

BUT whether you're the typist on the ship's paper, making programs for the chaplain, or preparing hundreds of pages for a ship's organization book, the whole

process of the stencil and the duplicator is a serious, convenient, and mighty important affair. A good stenographer appreciates the ease with which errors can be corrected on stencils, and the resultant speed. Correspondence has reached the stage where more copies than an ordinary carbon-copy run often are needed. The stencil is the answer. "Originals" from a stencil (which can be run off on bond paper to best advantage) are sharp, clear, and quite acceptable.

WHEN small sheets, or very large sheets can't be adapted to duplicating on the machine, the situation has been remedied by ingenious yeomen who constructed home-made stamp pads, over which they stretched an ink pad, then a piece of stencil. It was a good substitute for a rubber stamp—three thousand miles from the nearest rubber-stamp factory. When one unfortunate office ran out of both stencils and ink, they went to work covering used stencils with correction fluid and used old motor oil mixed with graphite for ink. This combination of emergency measures produced a pretty gruesome product, but still was lots faster than making carbons.

THE writer had the opportunity at one time to study the factors which contribute to attractive duplicated school papers. In nearly every case, the outstanding papers were excellent examples of clean, errorless typing. And this factor alone, to the casual "judge" of school papers, is enough to keep them ahead of other papers that may be even better edited, written, or illustrated.

LETTERPRESS printing for the wartime Navy often was totally absent, so ships and stations used duplicated forms almost exclusively. But one of the most disappointing things about this jump in duplicated work is the volume of it which appears so poorly done. As the demand for stencil work increases, the typist must keep up with the methods. The duplicating machine companies are not standing still; there are more aids in the form of lettering guides, styluses, colored inks, and prepared art work than ever before. And not one of them is complicated or hard to use.

While the wartime Navy had no particular need for art work or color, ship's newspapers or magazines occasionally experimented with these extras and found them less difficult to use than they had imagined. Stencilling was once considered a sideline for a yeoman, but the Navy's requirements for this rate now insist upon knowledge of duplicator operation.

STENCIL manufacturers produce a much greater variety of stencils than are generally used in the average office. This variety covers all needs, and if you use a trick typewriter, or a new-fangled stylus, the manufacturer probably has a grade of stencil best suited to your idiosyncrasy. Stencils on which a portion of printed matter already is "cut" by patented processes have found use in the Navy, particularly for long forms requiring many copies. Duplicator companies admit that one of their greatest problems is education of typists and operators in the proper use of their equipment, and their greatest hope is that typing teachers will learn the business thoroughly. In the Navy, it is the stenographic or yeoman school that should give the men their foundation in stencil-cutting; at sea the experienced yeomen must put their "strikers" on the right path from the start.

But regardless of how it is learned or where, it soon becomes obvious that whether the office worker be a typist, stenographer, or Navy yeoman, next to the typewriter the duplicator is his most indispensable machine.

Word for Word

BUT I thought—" began the typist.

"It's not your business to think," snapped the manager. "All I pay you for is to take down letters word for word, without leaving bits out or adding bits of your own."

That afternoon the following letter was brought for him to sign:

"Dear Mr. Brown,—Write it with an 'e'—pure side, of course. With regard to your letter of whatever date it was, I can't be expected to read writing like this. I can quote you the following prices. Hi, Thompson, it's that outsider Brownie. How much shall we stick on? Twenty per cent? Make it thirty? Righto! Thirty bob, two pounds and two ten a ton. Awaiting your esteemed orders. I am, yours truly. Thank goodness that's done."—*Montreal Star.*

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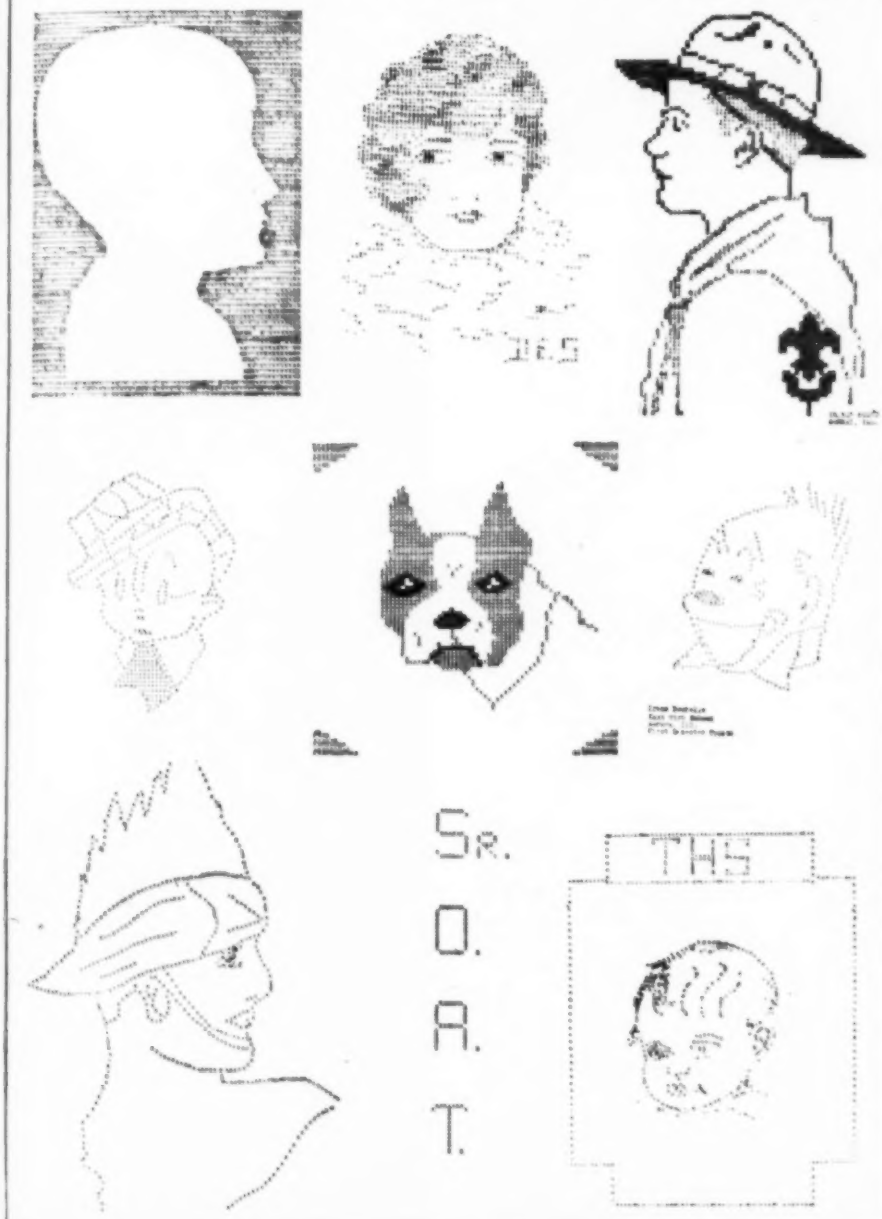
▶DON'T throw your mouth into high gear until you are sure your brain is turning over.—*McGill News.*

COVER DESIGNS BY THE TYPEWRITING CLASSES.



A TRAVELIN
WORK AN

With a few glimpses of som
she did in Hawaii, in Colo

CELI

MANY of us are looking forward to doing some traveling soon, now that the war is over. We sit and dream of the places we will see—Mexico City, a day's trip by plane from New York; Paris, an overnight journey; the South Seas, just a few days away. Sounds romantic, doesn't it? The air lines, ship lines, and train companies are assuring us that travel will be more comfortable and less expensive than ever before. It's fun to plan an itinerary in day dreams, but those of us who are not otherwise tied down are likely to be busy with careers that allow us only two weeks vacation with pay—a limited opportunity to see the world, even by airplane.

If you are footloose and fancy free, and the old bug wanderlust has got you, there's nothing better as an open sesame to travel than a knowledge of stenography. I know, because, before the war, I traveled extensively in Europe and in the United States and her possessions. I earned my living in New York, in Paris, in Colorado, California, and Hawaii, as a roving secretary. I am dependent on what I can earn myself, and without a knowledge of stenography I would have been a permanent stay-at-home, except for brief vacation trips within a close radius of my work.

LET'S discuss how a secretary can make use of her knowledge to see the world, and how stenography can serve her in strange, romantic climes.

It is a well-known fact that the wheels of business would cease to revolve without the aid of typewriter and shorthand notebook, and this is true in every country in the world. There is a permanent need for secretaries, and if you're a *good* one there's likely to be an opening for you wherever you may go—provided you know how to find it.

The first requisite for a traveling sec-

LIN CRETARY AT AN PLAY ▶

of so places she saw and things
Colo rance, and in California

CELI TON

retary, as for the stay-at-home career girl, is to be thoroughly equipped and efficient in her line. The sloppy, half-prepared worker is no more welcome in Shanghai than she is in New York.

A "FLOATER" is not welcome, either, and, if you're the restless type who wanders on without notice, your reputation is likely to precede you. So, if you want to be a successful traveling secretary, seeing the world and still advancing yourself in your profession, it's a good thing either (1) to prepare to spend a year or two, at least, in whatever place you plan to visit, or (2) to let it be known that you are temporary and accept only temporary positions.

Both approaches can be useful to you. No hurried tour of a country, or even one part of a country, ever really gives you the feel of the place. It takes a longer association than that. In a year or two at Rio, say, or Rome, you'll get to know interesting people of other nationalities and to understand their point of view and speak their language, and you'll bring away solid memories, which you'll enjoy for years. You'll also bring back special skills and knowledge that will stand you in good stead in the job market at home.

Temporary jobs can sometimes be picked up quite easily while you are traveling, and these, too, have their advantages. They help cover expenses (often temporary jobs are better paid than permanent ones, because it is harder to fill them), and, at the same time, give you a breadth of experience you will never get by staying in the same old rut.

THERE are various ways to go about becoming a traveling secretary. First, there are, of course, the government agencies. (The State Department, for instance, if you qualify, will give you some choice

of where you are to be stationed.) Such jobs pay you well and guarantee you a certain amount of permanence. In such posts, too, you will be automatically taken care of, as far as security and contact with your own countrymen is concerned. But unless you have enough curiosity to get out and mix with all types, you can easily stay with a crowd of your co-workers and not see much of your surroundings.

Then, of course, there are excellent jobs available in American business concerns abroad—in the Near East for an oil company, for instance, or in South America for an importing concern, or in a European city for an American bank. These jobs are usually well paid and much sought after. You will be expected to be fairly permanent.

In both of these types of positions, knowledge of an appropriate foreign language is very helpful. If, by chance, you have mastered one of the many foreign adaptations of the system, you will be really equipped to make your own way wherever that language is spoken. And this might be a good place to point out that any special skills may come in handy when you wish to travel and make your living, too. My knowledge of medical shorthand has stood me in good stead in strange cities more than once.

SUPPOSE you are not sure, either, of where you want to go or how long you want to stay there. Perhaps you don't want to commit yourself to a sudden drastic change from which you can't retreat. In that case, free-lance traveling stenography is your meat. Many girls try this in peace times. Some get away with it successfully and come back to tell of lots of fun, new experiences, and new friends. Others don't do so well. The difference lies, I believe, in preparation and the planning of a campaign beforehand. Here are a few rules for you on how to travel with security and support yourself as you go.

An Eight-Point Plan for the Roving Stenographer

1. MOST IMPORTANT, don't cut yourself off from a job unless you have saved up a reasonable reserve of cash. In many cases you may want to take a vacation trip and look over the ground, staying if the prospect suits you. I did this when I went to Honolulu. It is only fair in such circumstances, of course, to tell your employer what your plans are. Almost always you will meet with sympathetic understanding, if you are frank about it. When I got to Honolulu, the first thing that the employment agencies and firms where I applied for a job said to me was: "Have you a return ticket to the Coast? We're tired of girls who come down here expecting to get jobs and who are so optimistic they haven't any way to return again if they don't find something."

These remarks were justified, for the Islands used to swarm with girls who had done just that. I went to Honolulu with a return-trip ticket and enough surplus cash so that I could get home without being a burden to anyone. This feeling of security, I believe, played a large part in my actually finding a job and staying.

2. PLAN your campaign in advance. If you think you are going to want to get a job in a strange city, study up on that city, whether it is abroad or in your own country. Get a map, know your way around, read up something of the history, politics, economics, education system, etc., of that place. It will give you ideas for job hunting and will make you more popular with the natives you meet, if you are not a complete ignoramus on things local.

3. BE SURE, above all, that you are up on the special requirements of different cities and countries you plan to visit. In Hawaii, for example, you cannot take any Territorial job without three years' residence in the Islands. In some foreign countries you cannot work at all, unless for an American firm, or under special police dispensation. This was true when I was in prewar France, where one's *visa* was issued only under those conditions. You could, however, do what I did—private secretarial work. I helped a French lawyer with a legal book that he was writing in English, taking letters to English firms on the subject, correcting language mistakes, etc.

You cannot count on such openings, how-

ever, and, unless you have definite job contacts abroad, you may do well to start your traveling career within the limits of the United States and her possessions, where you will not be an alien in search of a job, and where you will have all the aid and the legal rights which this country grants its citizens. You won't be hard up for exotic spots to visit, either—there's Alaska, for instance, chock full of secretarial opportunities.

4. IF you have connections, don't hesitate to use your letters of introduction, but don't count on any stranger for aid, and don't give these connections the idea that it is their duty to help you. People like to make new acquaintances, but they don't like to feel they are being asked for something. If they don't feel this, they are more likely to give you the tip that will land you the job you want.

5. IF you have chosen a city where you think you would like a job, it is not a bad idea to write, beforehand, to various firms there: banks, insurance companies, colleges, hospitals, or whatever type of organization interests you, to ask about possibilities in your line. If you enclose a stamped envelope you will probably get a very courteous reply, and you may collect some real information about job opportunities, although such organizations seldom tell you of any definite opening without a personal interview. When you do apply in person, it's often a help to be able to refer to your previous correspondence with the company.

6. THERE are lots of ways to look for a job in a strange city, starting from scratch. There are recognized agencies (especially government ones), the YWCA, advertisements in the paper, or you may visit the firms that interest you and discuss your needs with the personnel directors. In any case, you would be wise to keep with you a brief typewritten outline of your education and experience. It saves time for busy executives, and shows you to be efficient. It gives the interviewer an idea, at once, of what you have to offer.

7. LETTERS of recommendation are rumored to have only limited value, but they do count for more in a strange city than at home, simply because they authenticate your past experience. Therefore, be sure that you have some with you, or that you are prepared to get them quickly.

8. IF you are going to be a free-lance traveling secretary, resolve to regard your experiences as a lark. You may get paid less than you do at home, especially at first. You may be a little hard up at times and have to rough it. Your reward will come when you wake up some morning and realize that you've seen the world and met new people, felt new climates, and breathed new air; that you've been leading a cosmopolitan existence—and been paid for it, besides!

Pepper and Salt

JULIAN ALDEN

YOUR character is revealed in your typewriting no less than in your handwriting.

Correspondence, like news, is often improved by skillful editing.

Fingers are the most intelligent members of the human body next to the brain.

Manual skill has more than kept pace with machine efficiency.

One-armed typists are employed both in government and private business.

Six secretaries vied daily to please Caesar.

LETTERS are the oldest communication system.

A good secretary is the lengthened shadow of a busy executive.

Stenographers rank as among the mentally alive members of many an office.

Noiseless typewriters are as easy on the fingers as on the ears.

Blind persons can take dictation direct on the typewriter.

A correspondence secretary often commands the salary of a department manager.

Comparative tests show that neither man nor woman has the edge in digital skill.

You collaborate when you work with your employer or your associate—you cooperate when you work with your company or your team.

The sanctity of sealed enclosures, or letters, was established by Act of Congress in 1777.

V-Mail letters are an adaptation of the form used before the introduction of envelopes.

MASTERING BRIEF FORMS

It need not be a monotonous process. You can vary your practice in many different ways, as is suggested here

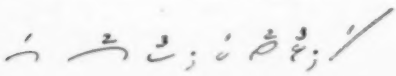
JANET KINLEY GREGG

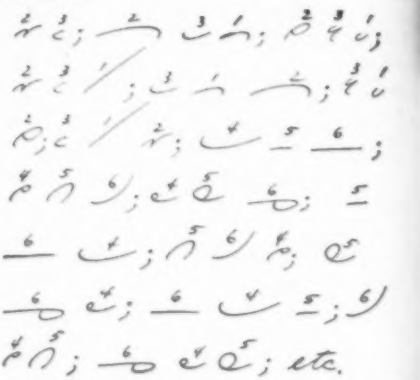
BY this time there can be no doubt in the mind of any student of the value of the Brief Forms in shorthand. Whether the material to be written is an ordinary business letter, a lecture, technical matter, or an extract from some piece of literature, some of the Brief Forms will be found in every sentence. A short list of even a few of the Brief Forms being studied—a list made up, for example, of the first three from each group so far presented—will serve to illustrate the immense importance of these words. Let us make a short sentence containing a few of them, such as: "I cannot go to the play." The handicap to the person not knowing the Brief Forms contained in this little sentence is quite obvious:

I cannot go to the play.

In reading aloud, a similar, if somewhat more drastic, handicap is imposed if each Brief Form is spelled out instead of being pronounced as a word. You can easily see how much longer the reading takes and how much less intelligible it is when done in this manner. Yet the shorthand writer who does not familiarize himself with the most frequent of the Brief Forms is retarding his speed and lessening the legibility of his writing in much the same way.

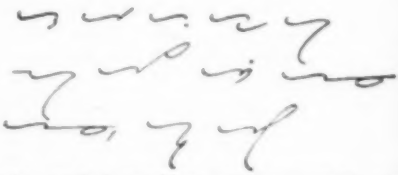
BY taking the first three from each group, the attention is less likely to wander from the task in hand; for if words are always studied in the same order, one is inclined to say, "Oh, I remember that group—I remember the day we learned it." So the tendency to skip over some of the words is very strong. Take the first three from each group, mix them up, changing the order in which they are studied, then begin with the second three in each group, and so on with the others. For instance:





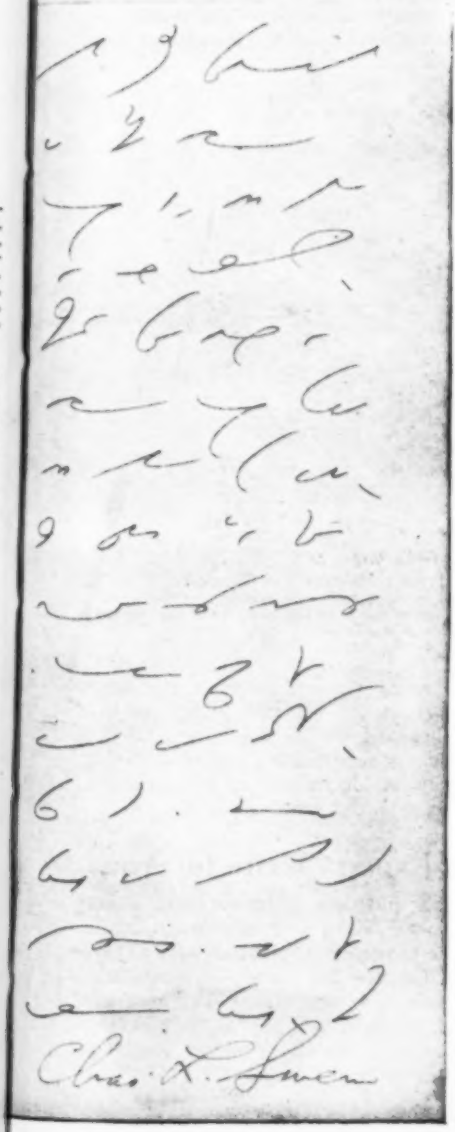
can, go-good, are-our-hour; of, that, was; did-date, other, all; go-good, are-our-hour, can; that, was, of; other, all, did-date; are-our-hour, can, go-good; was, of, that; all, did-date, other; will-well, in-not, am-more; they, this, and-end; were, where-aware, my; in-not, am-more, will-well; this, and-end, they; where-aware, my, were; am-more, will-well, in-not; and-end, they, this; my, were, where-aware, etc.

THE study of the Brief Forms offers a wonderful opportunity of increasing one's shorthand vocabulary if the derivatives of each form are also studied. This may sound monotonous, but actually it is not at all so, for all the words do not have the same derivatives and many new forms are encountered. For example, the writer may be perfectly familiar with the outline for *work*, but may not have been called upon to write the outlines for *works, worked, working, worker, workable, unworkable.* It is surprising how many words will be added to one's shorthand vocabulary by this simple process, and much excellent writing practice is accomplished:



works, worked, working, worker, workable, unworkable, workday, workhouse, workman, workmanship, workshop, worktable

The word *work* itself—a very frequent one—will have been practiced a dozen times without monotony, indeed with increasing



From Charles Lee Swem's Pen

Dear Sir: Several boatloads of soft coal will be shipped to you during the next three days. After the boat trip the coal will be brought to your door by auto. As I told you over the phone, you will not need to get a loan to pay for the whole order at this time. Pay for a small portion of it today and give me a note for the remaining portion.

Yours very truly,

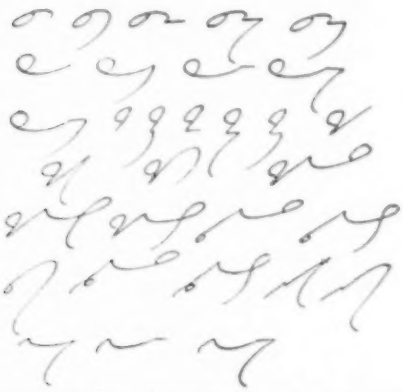
CHARLES L. SWEM

attention to the outline, whereas attention tends to decrease when the same word without variation is practiced a dozen times in succession.

To have written these outlines once or twice does not necessarily mean that they are "automatic," that they can be repeated without conscious thought, but it certainly means that they are to some extent familiar to the writer forever after, and that when confronted by them in dictation the chances are great that he will get them down properly without having to stop to plan the writing of them. Thus is one's shorthand vocabulary enlarged, the Brief Form derivatives being the equivalent of magic seven-league boots.

ONE cannot say that there is any such thing as a derivative of a phrase, and yet the all-important phrases can be studied in much the same way by building them up from two or three words or by changing the wording somewhat. *I can,* for example, is a very frequent phrase From

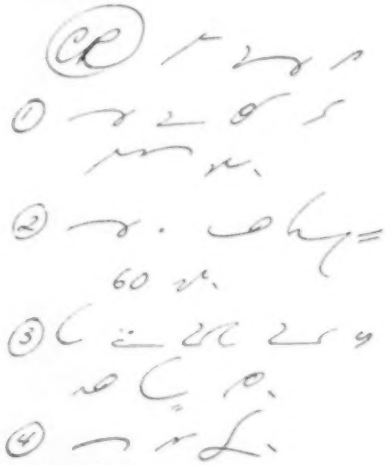
it comes directly. *I can have, I can not, I can not be, I can not have. I will, I will be* may be expanded in the same way. The variations of *I shall* and *I should* are numerous. *I shall have, etc., I should be, I should have, I should like, I should like to be, I should like to have,* etc. These may be varied still further by changing the pronoun. *He would like, he would like to have, he would have been, they would like, they would like to have, it would be, it would have been, they will be, they will not, they will not be,* etc.



I can, I can have, I cannot, I cannot be, I cannot have, I will, I will have, I will not, I will not be, I will not have, I shall, I shall have, I shall not, I shall not be, I shall not have, I should, I should be, I should have, I should like, I should like to be, I should like to have, he would like, he would like to have, he would have been, they would like, they would like to have, it would be, it would have been, they will be, they will not, they will not be

IT should be remembered that these short, simple phrases and the short, simple words comprising the Brief Forms are usually uttered at a much faster rate than the average speaking rate of any given speaker, and also that they occur very frequently. For these reasons they are at once the stepping-stones to speed in shorthand writing or the stumbling blocks to failure. They are sometimes compared to scales on the piano, and, like the scales, they make an excellent warm-up before the day's practice period begins. The drills on Brief-Form Derivatives beginning this month will be good material for this purpose.

SPEAKING of playing the piano brings to mind how often one hears the words, "I don't play any more at all—I don't have time to practice." All of us have heard people say the same thing in connection with shorthand. But whereas piano-playing necessitates time out from all else, shorthand does not, and the wonder is that anyone ever gets out of the practice of writing shorthand. Few indeed are those people who never write anything at all and, except for those few, anyone who knows how to write shorthand can use it whenever he wants to write anything. It may be a laundry list, a shopping list, a list of engagements, the stubs of a check book, letters to friends who also know shorthand, or notes made at a lecture or from the radio, of things you want to remember; but, many times each day, the person who writes shorthand can use shorthand even if he never uses it for the purpose of earning a living.



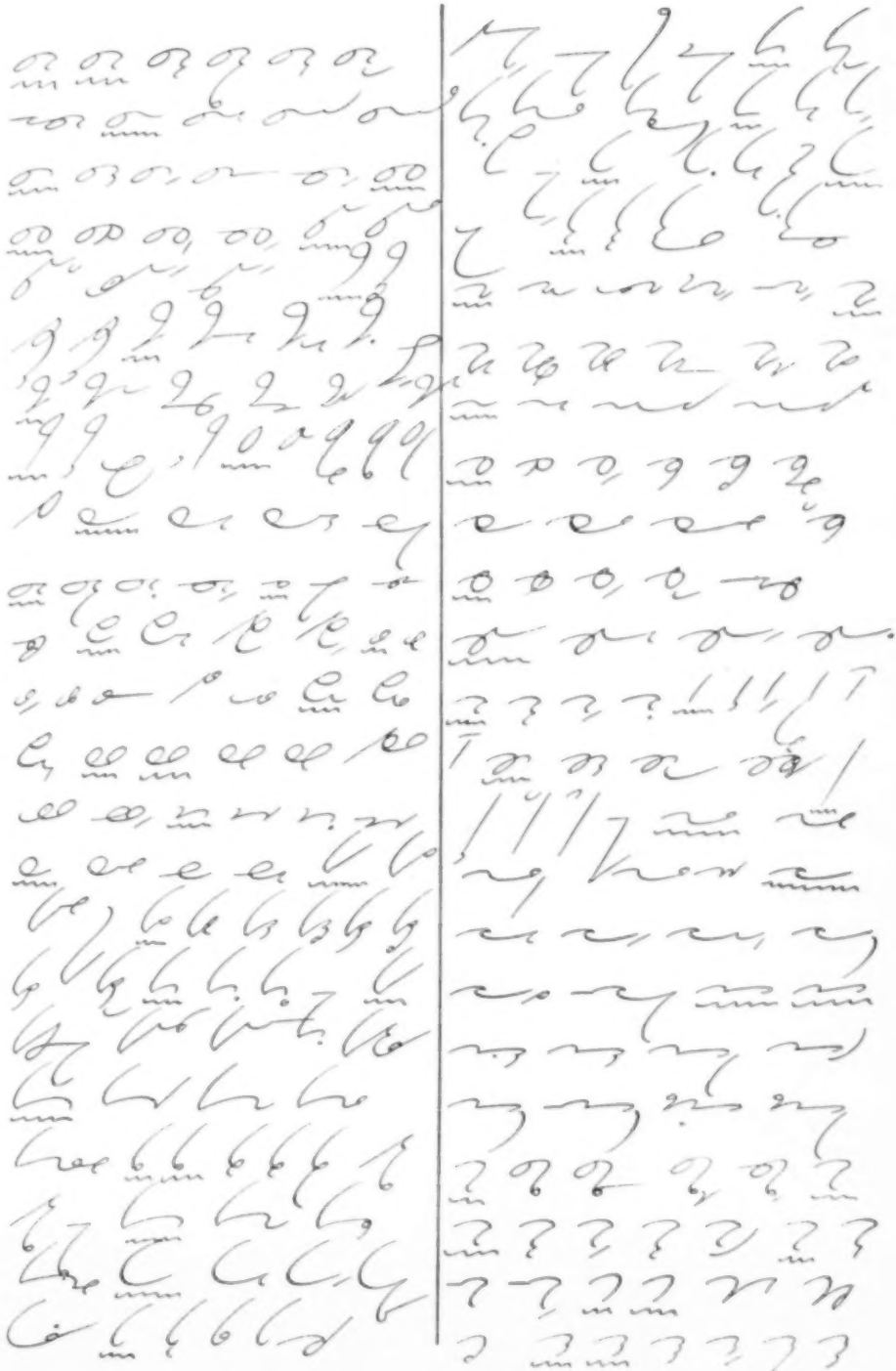
C. R. Don't forget to
(1) Get some iodine at the drugstore.
(2) Get a light bulb—60 watts.
(3) Bring home fountain pen from the office to write Bill tonight.
(4) Go to the bank.

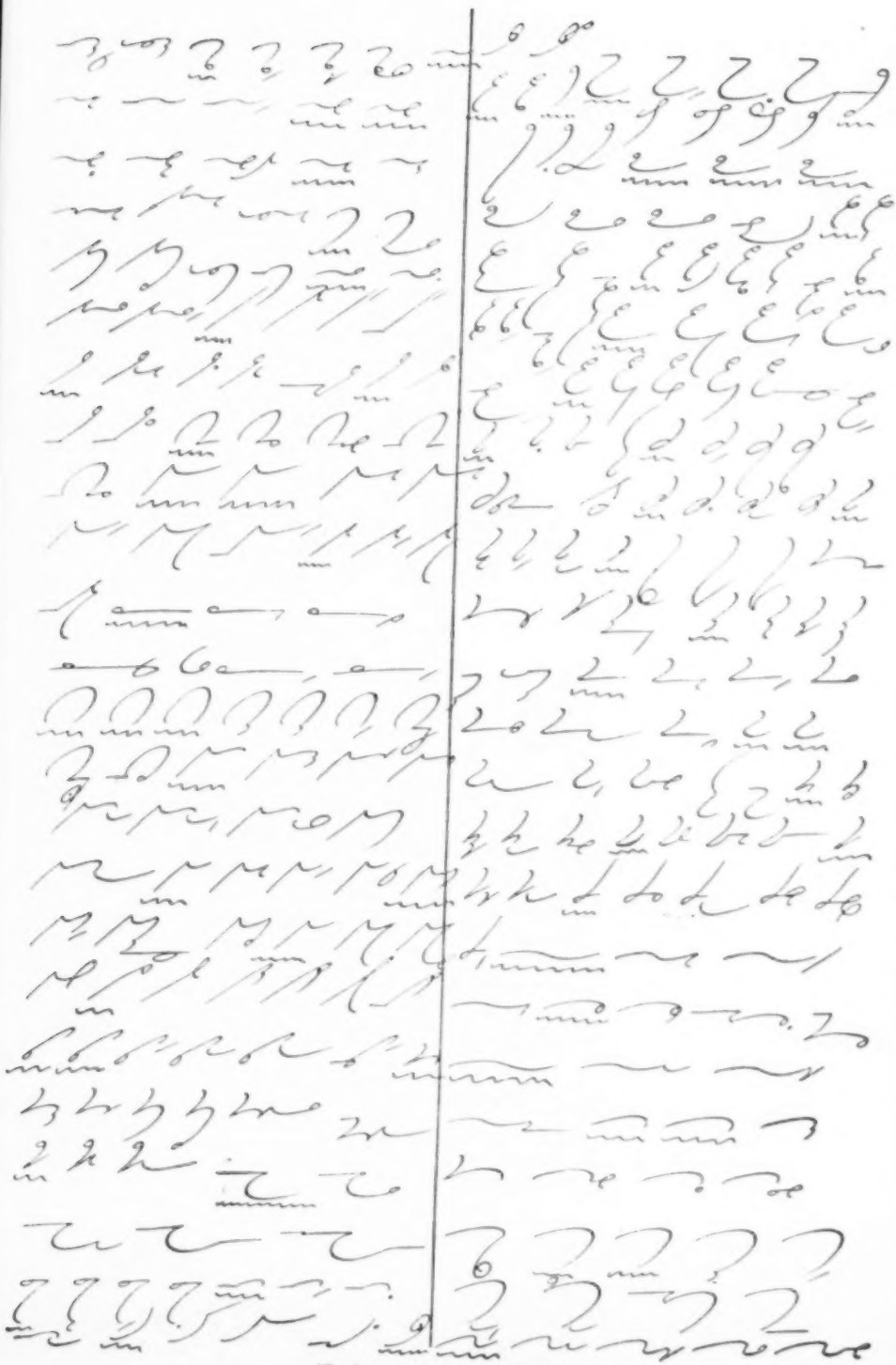
Too many persons think of the shorthand art as one confined to the work of the office and the desk. As a matter of fact, your true shorthand writer will write as easily on his knee as at a desk and as often out of the office as in it.

Our Experts Write for You

LAST month we showed you a very simple business letter written by the world's champion shorthand writer. This month Charles Lee Swem, former world's champion shorthand writer, has been kind enough to write for you a short business letter which may be read by any pupil who has finished Chapter III. Mr. Swem

Drills on Brief-Form Derivatives





(To be continued next month)

was for eight years personal shorthand reporter to President Woodrow Wilson and in that capacity attended the peace conference at Versailles with the president.

We were able also to get a picture of Mr. Swem's hand as he wrote this specimen for you.

COMPARE Mr. Swem's hand position with the photograph of Mr. Dupraw's hand position shown on page 65 of the October GREGG WRITER. These two champions have very different hand positions. If your hand when writing looks like either of them, or if it combines the features of either of them, you may feel sure that you are on the right track. Try writing before a mirror so that you can see your hands from the same angle from which the pictures were taken.

Mr. Swem holds his wrist and hand high in the air; Mr Dupraw lets his wrist and hand rest comfortably on the paper. There are advantages to both types of hand position.

Brief-Form Derivatives Drills

FOR easy reference later on we are presenting these drills alphabetically. If you have not yet completed the Sixth Chapter of the Manual, just omit in your practice the forms you have not yet studied, and include them in your drill as soon as they have been added to your vocabulary.

accept-acceptance, accepts, acceptably, acceptation, acceptor, nonacceptance; **accord**, accords, accordant, accordantly; **acknowledge**, acknowledges, acknowledged, acknowledgment, unacknowledged; **acquaint-acquaintance**, acquaintances, acquaintanceship, unacquainted; **address**, addressee, addressograph, readdressed, unaddressed; **advantage**, advantageously, disadvantages, disadvantageous; **advertise**, advertisements, advertisers, advertising, unadvertised; **after**, after-dinner, aftermath, afternoon, afterthought, afterwards; **agent**, agents, reagent, subagent; **agree**, agrees, agreeableness, agreeably, agreeability, disagree; allow, allows, allowances, unallowable; **answer**, answerable, answering, unanswered; **any**, anybody, anyone, anyway; **appear**, appearance, disappear, disappeared; **appoint**, appoints, appointed, appointee, appointment, disappoint, reappoint; **approximate**, approximately, approximation; **arrange-arrangement**, arranges, arrangements, disarrange, rearrange, unarranged; **ask**, asked, asking, unasked; aware, awareness, unaware, unawares;

bad, badly, badness, forbade; **beauty**, beauties, beauteous, beauteously, beautiful, beautifully, beautify, beautifier; **become**, becoming, becomingly, unbecoming; **bed**, bedchamber, bedridden, bedroom, bedspread; **beg**, begged, beggar, beggarly, beggarliness; **belief-believe**, beliefs, believes, believable, disbelief, disbelieve, unbelieving; **big**, bigger, biggest, bigness; **bill**, bills, billed, billboard, billhead; **body**, bodies, bodily, bodyguard, disembodied, embody, everybody, somebody; **book**, bookkeeper, bookkeeping, booklet, bookshelf; **bound**, bounds, bounded, abound, unbounded; **bring**, bringing, brings, upbringing; **built**, rebuilt; **business**, businesses, businesslike, businessman;

call, **caller**, recall, so-called, uncalled; **capital**, capitals, capitalization, capitalize, capitalism, capitalist, capitally; **car**, cars, carload, carloads; **care**, cares, cared, careful, carefully, carefulness, careless, carelessly, carelessness, overcareful; **carry**, carries, carried, carrier, miscarry; **catalogue**, catalogues, catalogued, cataloguing; **cause**, causes, caused, causing; **change**, changes, changed, changeableness, counterchange, interchange; **character**, characters, characterless, characterized; **charge**, charges, overcharge, undercharge, uncharged; **clear**, clears, clearage, clearcut; **collect**, collects, collected, collectorship, collective, collectedly, uncollectible; **communicate-communication**, communicates, communications, communicable, communicant, communicative, uncommunicative, excommunicate, excommunicable; **company**, accompany, accompaniment, accompanist, unaccompanied; **complain-complaint**, complains, complained, complaints, complainant; **complete**, completion, incomplete, uncompleted; **confidence-confident**, confidential, confidentially, confidently; **consider-consideration**, considers, considered, considerably, considerations, inconsiderate, reconsider; **copy**, copied, copyist, copyright; **correct**, corrects, incorrect, uncorrected; **correspond-correspondence**, corresponding, corresponds, correspondents; **course**, courses, concourse, discourse, recourse; **cover**, coverlet, discover, discovery, recover, uncover; **credit**, crediting, discredit, discredited;

date, dates, dated, undated; **deal**, dealers, dealing, dealings, misdeal; **dear**, dearly, endear, endearingly; **definite**, definitely, definiteness, indefinite, indefinitely; **deliver-delivery**, delivers, deliveries, delivered, deliverable, undelivered; **desire**, desired, desirability, undesirable; **determine**, determination, determinedly, indeterminate, predetermined, undetermined; **differ-difference-different**, differs, differences, differed, differentiate, differentiation, indifferently; **direct**, directs, directed, directly, director, directorship, directorate, directive, directional; **doctor**, doctors, doctored, doctorate; **draft**, drafted, draftsman, drafty; **during**, durable, durableness, duration; **duty**, duties, duteous, dutiful, dutiable, undutiful;

educate-education, educated, educator, educational, uneducated; **effect**, effects, effected, effective, effectively, effectually, ineffectual; **effort**, efforts, effortless; **employ**, employee, employer, employment, unemployment; **enable**, enables, enabled, enabling; **enclose**, enclosed, enclosing, enclosure; **end**, ended, endless, unending; **entire**, entirely, entirety; **envelope**, enveloped, enveloping, envelopment; **especial**, especially; **ever**, whatever, whenever, wherever, whichever; **every**, everybody, everything, everywhere; **excel-excellent-excellence**, excelled, excellently, excellency, unexcelled; **except**, exception, exceptional, exceptionable, unexceptionable; **expect**, expectant, expectancy, expectation, unexpectedly; **experience**, experiences, experienced, inexperienced; **explain**, explainable, explanation, explanatory, unexplained; **express**, expressage, expression, expressive, expressman, unexpressed;

fall, **falling**, fallen, befall; **favor**, favored, favorable, favorably, favoritism, disfavor; **find**, finding, finder, finds; **follow**, follows, followed, follower; **for**, forbear, forbid, forbidden, foregone, forget, forward, forasmuch; **force**, forces, forced, forceful, enforce, reenforce; **form**, forms, formed, former, formerly, formal, formulate; **friend-friend-**

ly, friendless, friendship, friendliness, befriend, unfriendly; **full**, fully, fullest, fuller, fullness; **further**, furthest, furtherance, furthermore; **future**, futurist, futurity;

general, generally, generality, generalize, generalization, generalship; **girl**, girls, girlhood, girlish; **give**, gives, misgiving, unforgiven; **glad**, gladder, gladdest, gladsome; **go-good**, goes, forego, goodness, goodly, goodliness, goodbye; **govern-government**, governs, governed, governorship, ex-governor, misgovern, governmental; **great**, greater, greatest, greatly, greatness.

(To be continued next month)

Information Desk

Don't you often have questions to ask about the work of secretaries, stenographers, typists, or shorthand reporters? Why not send them to Information Desk, The Gregg Writer, 270 Madison Avenue, New York 16, N. Y. A letter is not necessary, a postal card will do.

1. What is the correct abbreviation for the word "Department"—Dept., Dep't., or Dep't?—*F. R. J.*

"Dept." is the correct *abbreviation* for "department," and "Dep't" is the correct *contraction*. The third form that you list, "Dep't.," is incorrect.

2. Is there any set rule for the use of the words "that" and "which"?—*G. M. B.*

Careful writers make the following distinction between the use of *that* and *which* as relative pronouns.

That is preferably used to introduce restrictive clauses: *which*, nonrestrictive clauses: Thus:

This is the book *that* I mentioned yesterday.

I am returning your book, *which* I read and thoroughly enjoyed.

However, this rule is by no means universally observed. Many good writers do not follow the rule.

3. There has been a friendly controversy here as to which is the correct way for a woman to sign her name to a business letter. Some say that she should sign "E. J. Brown" for "Elizabeth J. Brown," so that the recipient of the letter will think she is a man and consequently will pay more attention to the letter! Others say that she should sign as "Elizabeth J. Brown," with either "Miss" or "Mrs." preceding her signature in parentheses, so that the recipient will know how to address her in reply.—*G. M. B.*

The manner in which a woman signs her name to a business letter is largely a matter of personal preference or company policy. It is conceivable that in some lines of business there might be a real advantage for the recipient of *(Continued on page 132)*

"CPA" Quiz

BORIS RANDOLPH

YOU don't have to be a CPA to take the following CPA quiz. All you need is a knowledge of words. Simply fill in the missing letters of each of the following words according to the definitions and using the letters C, P, and A to guide you. You get 2½ points for each right answer and should be able to complete the quiz in fifteen minutes.

(See page 146 for the Correct Answers.)

DEFINITION	WORD REQUIRED
1. Accumulated wealth used for business purposes	C - P - - A -
2. Get well	- - C - P - - A - -
3. Grumble	C - - P - A - -
4. Expect	- - - - C - P A - -
5. Make difficult	C - - P - - - A - -
6. Something inconsistent	- - - C - - P A - - -
7. Occurring at the same time	C - - - - - P - - A - -
8. Give a summary	- - C - P - - - - A - -
9. One who plots	C - - - P - - A - - -
10. A fawning follower	- - C - P - A - -
11. Having the ability	C - P A - - -
12. Overhasty; headlong	- - - C - P - - A - -
13. Visitors	C - - P A - -
14. One who shares in	- - - - - C - P A - -
15. Army officer	C - P - A - -
16. Pertaining to the city	- - - - C - P A -
17. A fellow-countryman	C - - P A - - - - -
18. Tenant	- - C - P A - -
19. To liken to another	C - - P A - -
20. Surround	- - C - - P A - -
21. Army minister	C - - P - A - -
22. To unite; embody	- - C - - P - - A - -
23. An ape	C - - - P A - - - -
24. Freedom	- - - - C - P A - - - -
25. Series of operations	C - - P A - - -
26. Work	- C - - P A - - - -
27. At fault	C - - P A - - -
28. Jazz	- - - C - P A - - - -
29. Roomy	C - P A - - - - -
30. An adventure; prank	- - C - P A - -
31. View; ponder	C - - - - - P - A - -
32. Chief	- - - - C - P A -
33. Non-commissioned officer	C - - P - - A -
34. Almond sweetmeat	- - - C - P A - -
35. Horn of plenty	C - - - - - P - A
36. A stone coffin	- - - C - P - A - - -
37. Give willing assistance	C - - P - - A - -
38. To clear of guilt	- - C - - P A - -
39. A coverlet	C - - - - - - P A - -
40. Inevitable	- - - - C - P A - - -

YOUR OFFICE VOCABULARY

Don't just trust to luck—make a definite study of the terms peculiar to the business in which you are at work

DR. THOMAS TAPPER

Formerly Personnel and Educational Director, J. C. Penney Co.

THE Secretary who, in the beginning of her career, moves from one to another position, even as few as two or three times, will eventually notice a factor of her profession that it would be well for her to be aware of in the beginning. It is this:

Every business has a vocabulary of its own. This vocabulary is part of the language it speaks in order to do business with its clients. Many stenographers and typists pick up these word groups more or less by chance and as they must; but often with misunderstanding and inaccuracies. Obviously, a most important thing to do—and one has to do it on one's own initiative—is to list the words peculiar to the business with which one is identified, getting them by any help of listening, questioning, reading, and observation that one can command. The list will grow for quite a while, thus making an actual word book or dictionary of office terminology.

A YOUNG woman about to begin the work of her first secretarial position was asked by her employer what she was doing or intended to do to amplify her secretarial training. Her reply came from a conviction as deep as the pit into which Joseph was dropped by his brethren:

"Oh," she said, "I finished my training at the secretarial school."

Of course, no secretarial school would sanction that reply, for, though it is natural for a graduate to have this confidence in the Alma Mater, all that her school has in her is the confident expectation that she will take what is coming as the essential training for which she has been prepared.

NOW, let us assume that this young lady, just at that moment, had met with a dictation experience that had to do with Oriental rugs. Another secretarial assistant who became distinguished in the importance of her work had this experience the first day. It happened like this: In her capacity as secretary in the business she had entered (the studios of a well-known Oriental rug collector), it was necessary to record and transcribe the names of Oriental rugs—among them the Feraghan, Khorassan, Tekke, Tabriz, Lesghian, Daghestan, Sarouk, Serapi, and MinaKhani design.

While the dictation involving these names was given her by her employer, two other important personages were present and listening—a curator of one of the world's great museums and a wealthy patron interested in contributing to its collection of rare rugs. How could she ever survive the ordeal? Well, take the dictation as best you can, came the subtle suggestion, even pretending if you must; then, at the approaching noon hour go out to lunch and never come back! A favorite device of the Evil One, this, intended to make human beings run away from great opportunities.

However, once out in the open, sanity and courage returned to this girl and she determined to go back and lick the threat of any word or list of words that might come her way. Where this resurgence led her ultimately, we shall see a little later on.

IN view of this and similar experiences, it has always appeared to me to be a wonder that any human being, entering upon any kind of a job, does not sign up for mastery of it from the first day. There is a simple, practical way to do this, for *all significant accomplishment has a relatively simple basis of procedure.*

Now, applying this fact, it should be obvious that the one way to lick the difficulty out of a job and, therefore, to fill the job with rosy opportunity is this: And this is to be done every day:

Sometime between the close of the day's work and the next morning, report to yourself in writing under this heading: What I Ran Into Today That I Did Not Understand—(and/or) Could Not Do.

Do this in your own time and do it thoroughly. Nothing else in the run of all human endeavor will so perfectly keep one in tune to play his part in the work he contributes to the life of his place and day

THE office in which one works is generally full of information. One can find there, by inquiry and observation, the answer to almost any puzzling question. And even if the office doesn't have it on hand, one has only to recall the size of the world outside the office door and all is well. Just ask. Somebody will reply.

Now this daily list of "I Don't Know and I Couldn't Do" is a curriculum which, for practicability, is the equal of any laboratory school setup on earth. It is the curriculum of the daily demands that bring the daily bread of understanding through the attainment of a special and most valuable adjunct in life. I mean—the technique of handling what one has to do.

PERHAPS one may ask at this point—if one ever discovers how many words one may expect to find in the average office vocabulary:

There is necessarily no such average. But there are always some words in every business peculiar to its correspondence. The office of a nationally known school lists in its catalogue topics and terms that prevail in its correspondence. These run to nearly nine hundred. Perhaps twenty per cent of them would be terms unfamiliar to the average, even well-prepared, secretary.

I have often wondered how any human being can placidly listen and write "piece of mind" when mental quiet is referred to, or can inscribe the Polish composer as "Choppin." Or whose ear-mindedness picks up "through the darkened stormy night," for "through the dark and stormy night." This is a case for self-directed hospitalization.

WE now return to the young woman who determined to quit her job at lunch time, doing it silently and secretly by just walking away from the premises.

She returned, as I have related, perhaps with an indefinite program overall, but with the determination never again to run away from a fine opportunity, just because it happened to be handed to her in a package bearing the legend: "You Can't Do This!" What happened subsequently (and only in part) was this: She became associated with her employer in the production of a work on Oriental Rugs that is today an authoritative text of the first order. Later, as an independent worker, she listed among her clients some of the most distinguished business executives and literary workers in the United States and England.

I have introduced this instance of secretarial achievement for this reason. It proves that it is a profession of opportunity worthy of the finest dedication one can give it. Fortunate indeed is anyone whose professional lot is cast in a field of activity so abounding in opportunity. Here, surely is the possibility of participating in an important area of the world's work.

Information Desk

(Continued from page 130)

a letter not to know it was written by a woman, but usually there is nothing gained by the deception. In fact, as you suggest, accuracy of signature expedites prompt delivery of incoming mail.

4. When a letter is being addressed to a company whose name ends in "Inc." or "Ltd.," should not the period after the abbreviation be followed with a comma and therefore each succeeding line of the address (except, of course, the last line), or should these words be spelled out and open punctuation used?—*G. M. B.*

We understand your question to refer only to the punctuation of the inside address. Unless close punctuation is being used, no comma should follow the "Inc." or "Ltd."; thus:

Duncan Manufacturing Company, Inc.
Lafayette
Indiana

"Inc." and "Ltd." should be spelled out only if the firm itself uses that form in its letterhead or advertising.

For Honorable Service to Our Country 13,000,000 will wear this Emblem on discharge.

6. In writing a check, would you write *John Jacobs, John Jacobs, M.D. or Dr. John Jacobs?* I assume the answer to this would be the same as applied to any business or legal papers? —*P. B.*

Personal titles, whether "Dr.," or "Prof.," or any title, should not be used before the names of payees on checks.

Such titles are not part of a person's legal name, even though, in the case of a doctor, he often adds the degree to his penwritten signature simply to show his authority.

STUDENTS' 5-POINT PROGRAM

Good notes make for ease in transcription, as well as rapid writing, so establish good writing habits early

FLORENCE ELAINE ULRICH

SO you want to be a stenographer? Shorthand and typing are the technical instruments that will serve you satisfactorily and adequately in developing and advancing in business. But you must first ask yourself this question: What is the purpose of my taking these subjects, and how best can I master them and progress in the development of saleable proficiency?

BECAUSE the "plan of attack" you map out for yourself has a direct bearing on the proficiency you attain in these skills, you should give the arrangement of your study and practice earnest attention at the very outset.

The program we are presenting here for the next few months is designed to help point the way for you to reach your goal quickly and successfully. The material in your textbooks is graded so as to enable you to acquire a basic knowledge of shorthand early in the course. A thousand common words make up 75 per cent or more of our language. Most of these you will be able to write after you have completed eight chapters in your Manual. This arrangement has the important effect of enabling you to read and to write any simply constructed literary or business material within a short time after you begin the study of shorthand.

HABIT assumes an important place in learning shorthand. That is one of the first things for you to remember. If you devote sufficient time to *thinking* and *practicing* the art of shorthand writing, you will become as fluent in it as in talking. To establish a habit, you must do more than memorize a few symbols or principles each day. You must *practice*. You must *write*. You must *think* in shorthand characters. Give to this practice the same attention and enthusiasm that you would bring to basketball, tennis, or any other exhibition of skill, and you will become just as proficient in it. It is important, therefore, that you quickly discipline your mind and hand so as to make shorthand writing a habit.

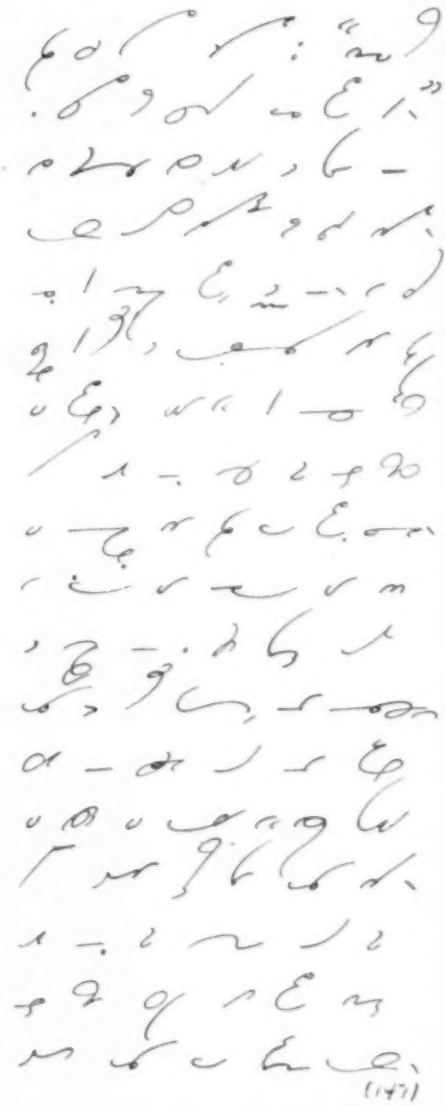
Establish a daily work routine. Allot a definite time each day for shorthand writing and reading practice. Let this work be spirited! Don't be afraid of making mistakes. Get into the "swing" of writing fast. Faulty structures will be corrected as you "throttle down" to a pace consistent with a reasonably good style. Keep in mind, though, that ultimate proficiency in reading rapidly what you have written depends upon the clearness of your notes. So, while you will not pay too much attention to preciseness of style in your endeavor to get the "feel" of writing shorthand at the beginning, do not let yourself acquire slovenly writing habits. That will never bring ultimate skill! Train the hand to execute characters accurately as well as swiftly. Because shorthand is an instrument that you will use all through life in one way or another, learn it well.

A REPORTER in England wrote recently of his experience in returning to reporting the Houses of Parliament after an interruption of two years while he was a pilot in the Royal Air Force. During those two years he had not used shorthand, and he returned to the job of reporting "with considerable anxiety and suspense." He found, however, that his mind functioned just as fast as it ever did, in formulating shorthand outlines, and that only his fingers were inclined to stiffness and did not seem to respond immediately! This surprised him, though it need not have done so. Having been a brilliant young reporter, whose career was interrupted by the War, he had learned shorthand so well that he will never forget it! Finger exercises to flex the muscles, and some good solid practice, were all that he needed to bring back his speed.

GOOD notes are the "key" to efficient transcription as well as to rapid writing; therefore, establish a good writing style early. Analyze your notes, using our "Guide to Good Shorthand Notes" as your standard. As soon as you have attained a satisfactory writing style, apply for Jun-

ior membership in the O. G. A. The Junior test appears in this Department each month along with the regular membership test. The Junior certificate will be earned by some students at the end of the first semester, or during the early weeks of the second semester.

O. G. A. Membership Test for November



Guide to Good Shorthand Notes

DO NOT be too general in the criticism of your notes. Practice for the improvement of individual outlines. After you have acquired a reasonable accuracy in executing a form, write it over and over again until you have established fluency and the *habit* of executing it correctly under the stress of speed.

Keep these points in mind:

1. Shorthand, to be useful, must be fluently written. Your ultimate writing speed depends upon the fluency you acquire in executing the characters. If your writing lacks smoothness, it is because you do not have a clear mental picture of the form, and you have not written it often enough to be able to execute it with a free, continuous writing movement. Acquire a fluent style at the outset of your practice.

2. Writing is not continuous if "dots" or thick end-strokes show up in the specimen. Use free-arm movement in executing shorthand if you employ muscular movement in writing longhand. Some writers employ a combination of arm- and finger-movement, believing that finger-action on the short strokes facilitates speed and control. A minimum speed of 60 words should be had on any continuous copy. Practice until you are writing at that rate.

3. Do not pause between words, with the pen resting on the paper. Lift the pen, while still in motion, to give the tapering-off end-stroke that adds so much to the beauty and grace of your shorthand, as well as to the facility with which it is written.

4. Since your ability to read your notes swiftly and accurately depends upon the correctness with which you execute the forms, you must differentiate clearly in the length of strokes and the size of circles, formation of curves, etc. Specific penmanship studies will be found in your textbooks and from time to time in the GREGG WRITER. Devote special attention to them to improve your notes. You will observe, for instance, that *r, l, f, v, ten, den, tem,* and *dem* curve most at the beginning, whereas *k, g, p, b* curve most at the end. The *base* of *l* and *r* rest on the line of writing, making it necessary to start the curve a little above the line and lift the end until it is in a horizontal plane; whereas *k* and *g* touch the line of writing at beginning and end.

5. Do not employ a too perpendicular slant on the up and down strokes, and keep slant uniform throughout the specimen. If you are *writing* smoothly and continuously, the slant of your writing will be uniformly good as you establish your style.

6. Notes that are large and scrawly mean you are not exercising sufficient control over your writing. Precision practice on individual outlines should correct the fault. If your writing

is slow and cramped, it may be because you are employing too small notes. Adopt a sensible style in which you feel at ease, and in which you can write fluently.

7. Some individual characters may be blended for facility in execution. Such frequent combinations as *pr, pl, br, bl, ten, den,* etc. become, in effect, single strokes, and therefore should be written smoothly, with one impulse of the pen from start to finish. *Gent-pend* and *def-tive* are shaped like an ellipse, or egg, with the top or bottom cut off. They should be of liberal size, so as to differentiate them from the hooks, *o* and *oo*, which are made very small. The blends, *def-tive* and *jent-pend*, curve both at the beginning and the end.

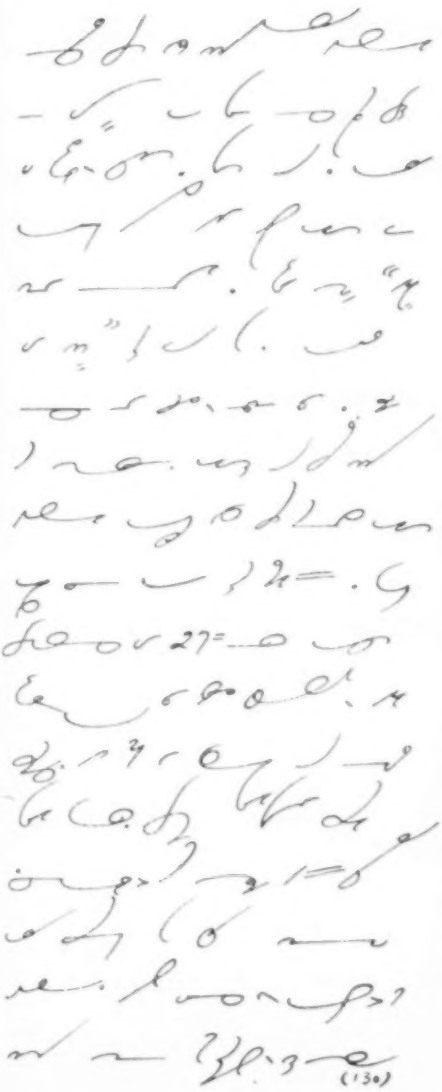
8. Maintain proportion in the length of strokes, and differentiate clearly in the size of circles. Circles should be made smooth and quite round, except where, because of the combination, they take the form of a loop. Join circles at right angles to strokes, and avoid retracing or writing through the consonant stroke. Close all circles and loops.

9. Make hooks deep and narrow. They should have the same general slant as the other characters. Hooks should be rounded at top or bottom, with both sides straight and uniform in length. *Write them small!* The difference between a mediocre writer and an expert can be seen in the skill developed in writing the small characters and combining them with the longer strokes.

10. In diphthong or vowel combinations, join circles to hooks so that both are distinct. For instance, a horizontal line written across the top of the hook in *oi* should cut off the circle completely. *The sides of the hook, however, must be uniform in length.*

When you have acquired a fluent, accurate, and practical shorthand writing style—the kind of notes required of good stenographers—take the O. G. A. Membership Test (one appears in these pages each month) and submit it for an award.

Junior O. G. A. Test



Typist Practical Speed Test

WE are providing you with another practical typewriting speed problem this month. Apparently you like them!

We are interested in receiving awards applications from the stenographers and typists who are using the Competent Typist Test. Here's how to go about it:

THE test which you submit to us should be timed for ten minutes. The papers should be carefully checked and all errors indicated. There should be not more than five errors on applications for the award. Write this heading at the top of the first sheet; then fill in the figures after you have completed and rated the test:

Gross	Errors	Penalty	Net	A Minute
692	3	30	662	66.2

(Note: The figures used here are merely illustrations.)

The stenographer may have his employer or another employee in the office time the

test and sign an affidavit in the followin. form, which must accompany each Competent Typist Test application:

> I hereby certify that I timed this test; that it was written in exactly ten minutes, and in accordance with the rules.

(One certification signed by a teacher is sufficient to cover a club of papers from students.)

WHILE no award is given on the Typist Practical Speed Test, we are interested in knowing what your differential in speed is, and suggest that after you have developed the maximum speed possible on the Competent Typist Test you take the Typist Practical Speed Test also and send it along to us. This month's Competent Typist Test may be submitted any time before you receive your December magazine. The usual fee of ten cents should accompany the test, if an award is desired.

Out of the Mail Bag!

WORK AND ENTHUSIASM DOES IT! Sister Clare, of the Sacred Heart School, Greeley, Nebraska, writes: "The GREGG WRITER has brought me an additional satisfaction this year. Textbooks are rented and consequently not taken home during the summer. The ten copies of the GREGG WRITER, then, keep students in contact with shorthand during the summer months; and my experience is that there are more students who make some attempt at 'keeping up' their shorthand during the summer than there are who neglect it altogether." She continues:

"Largely owing to the incentives supplied by the GREGG WRITER three first-year students out of my small class earned the 100-word Shorthand Speed Certificate the last of February, and scored from 90 to 93 per cent on the Congressional Record material at 120. One has earned Junior and Senior O. G. A. Certificates, Complete Theory, and Competent Typist at 50 wpm besides holding the 100-word Shorthand Speed Certificate. And all this without anything like slavery; she manages to have a very good time for herself besides! The GREGG WRITER does make the operational highway as attractive and pleasant as a road to learning may be made.

"I locked myself in my classroom against possible interruptions and administered to myself some typewriting tests. The motivating agency was the fear of threatened encroachments by my better students upon the narrowing margin of superiority over them. Wou'd you be interested in the results? My best one-minute test—96 wpm, no errors. My best ten-minute test (second attempt) 79.8 wpm with *(Continued on page 140)*

Certificates to be won on our monthly shorthand and typing tests

November Test Material

[All clubs of test papers should be accompanied by a typewritten list of names to expedite checking and insure accuracy in making out certificates. November copy is good as membership tests for O. A. T., C. T., and O. G. A. until receipt of the December, 1945, issue.]

Junior O. A. T. Test

INSTRUCTIONS: Type in poem form the following material taken from the January, 1920, issue of "The Key." Keep margins even, and type even, too. Head the poem in all caps, and write at top of page time taken to complete the task.

THE SHIRKER. He toils with one eye on the clock And notes the minutes swiftly fleeting, And so he always leads the flock That throngs the exit gate at quitting. He hates the starting whistle's chime That sounds of work and calls him to it, And never labors overtime Unless he knows he's paid to do it.

Square dealing as a working plan Is so old-fashioned he would spurn it; His motto reads, "Get all you can, But give the least you must to earn it." If he should chance to find a leak With profits daily wasting through it, He probably would scorn to speak, Because he isn't paid to do it.

He loafs along from day to day Contented with his low position, Since drawing down his meager pay Is quite the height of his ambition. The thing that might be termed his brain Has gone to seed, if he but knew it, For he avoids all mental strain, Because he isn't paid to do it.

Senior O. A. T. Test

INSTRUCTIONS: (a) Type the following tabulations on one sheet of paper. (b) Type on another sheet the covering letter, supplying date and indicating enclosure and identification initials. Rearrange in proper letter form.

Minimum office standard: Satisfactory work, on first writing, in 40 minutes.

The Fox Publishing Company, 18 King Street, Chicago 16, Illinois. Gentlemen:

From a brochure recently prepared by the Book Paper Manufacturers Association, the following data are given concerning the use of book paper for a given year. It is our belief that the same relative proportions apply for the current year as applied during the year October 1943 to September 1944, although less paper has been used.

The second tabulation gives the yearly total of paper and paperboard tonnage for the same period. Will you please hand these tabulations to your production man for his information. Very truly yours, PAPER PRODUCTS BUREAU.

YEARLY BOOK PAPER TONNAGE*

By End-Use Classification, October 1943 — September 1944

	Tonnage	Per Cent of Paper	Per Cent of Paper & Board
Magazines	628,831	40.1	3.629
Commercial Printing	362,128	23.1	2.089
Business Papers	208,505	13.2	1.204
Labels, Wraps & Posters	196,826	12.2	1.136
Book Publishing	150,611	10.0	0.869
Miscellaneous	21,400	1.4	0.124
Total Book Paper	1,568,301	100.0	9.051

*Source: Pulp Allocation Office, Forest Products Bureau

YEARLY TOTAL PAPER & PAPERBOARD TONNAGE*

October 1943 — September 1944

	Tons	Per Cent
Book	1,568,301	9.0
All Paper (Excluding book)	6,852,794	39.5
Total All Paper	8,421,095	48.5
All Paperboard	8,905,812	51.5
Total	17,326,907	100.0

*Source: Pulp Allocation Office, Forest Products Bureau

[Comments. (1) Only 10% of total paper and only 86.9% of all paperboard is used in actual book publishing. (2) It is estimated that textbooks use about 20% of the paper used in book publishing. This means, then, that but 2% of the total book paper and .173% of all paper is used in making of the textbooks that implement the educational program of our schools and colleges.]

Competent Typist Test

Use double spacing in typing this test

(To find the gross number of words you write, divide gross number of strokes by 5; then deduct ten words for each error to get net words written. Divide this by 10 to determine the net words per minute. The number of strokes is indicated at the end of each line in order to facilitate counting the gross number of strokes written.)

	Strokes
One of the faults of which we Americans are fre-	47
quently accused is that of being part-time citizens. It	104
is said that only periodically, in the months and weeks	160
immediately preceding an election, do any large num-	211
ber of our citizens manifest an active interest in our	266
government and in the views and opinions of those	316
who direct its operation, supposedly in conformity	367
with our wishes.	385
Here are some of the more specific charges brought	436
against us, and especially against those of us who, by	491
reason of the educational advantages we have had and	544
the vocational opportunities we enjoy, are expected to	599
assume leadership in our democracy. Charles Edison	651
states that in this country we have a strange cult of	705
indifference to politics. By contrast, the English have	762
a tradition that no man or woman is too good or too	814
busy for public service. In support of his criticism	868
of his fellow citizens, Edison goes on to say that many	924
an American man or woman who is at home in the	971
higher branches of mathematics does not know what	1021
a county committeeman is, or how he is chosen. Many	1074
a citizen who knows a great deal about world litera-	1125
ture cannot tell you whether he is represented by one	1179
state senator or by ten. Many college graduates are	1232
ignorant even of the names of their congressmen. In	1285
summary, Edison ventures the prediction that a sur-	1335
vey of the political knowledge of all our best-educated	1391
people would expose dark depths of ignorance.	1438
Glenn Frank, who was for a number of years editor	1488
of Century Magazine, and later became president of	1539

Strokes

the University of Wisconsin, gives similar testimony 1592
against us. He says that a distressingly large number 1647
of our college graduates never concern themselves 1697
with political matters even in their own communities; 1751
that six months after graduation they vote the 1798
straight ticket of the parties to which their fathers 1852
belonged, and continue to do so for the rest of their 1906
lives. Comparatively few of them ever take an active 1960
part in politics or seek public office. There is no need 2018
to multiply these indictments, or to go into details in 2074
regard to the complaints lodged against us. Every 2125
once in a while our popular magazines break out in a 2178
rash of articles dealing with the part played in public 2234
affairs, particularly by the average woman since she 2287
has had the right to vote. More often than not these 2341
articles bristle with negative and disparaging adjec- 2393
tives. 2401

If "government of the people, for the people, and 2451
by the people" is to be an actuality instead of an aspi- 2506
ration only, it seems clear that a majority and not 2558
just a few of us should be full-time, active citizens. 2613
This means that we should understand how our gov- 2661
ernment works, should help to choose public officials 2715
who merit our trust and respect, and should stand 2765
ready to take public office ourselves if our services are 2823
needed. Whenever we loudly complain about the ad- 2872
ministration in power, our political parties, and our 2926
politicians, aren't we convicting ourselves of inefficiency and neglect? During a presidential campaign, 2979
the air is filled with such complaints, so would it not be 3036
a good time now to look for the beam in our own eye and 3091
consider to what extent we ourselves are responsible for 3147
the conditions that arouse our indignation?—*From "Are We Part-Time Citizens?" in The Independent Woman.* 3204 3247

[*Repeat from the beginning until end of the ten-minute test period.*]

Typist Practical Speed Test

First determine your best speed on the Competent Typist Test (page 138). Then try this test for comparison, and see how closely you can approximate your rate on this month's C.T. Test.

	Strokes
When this country embarked upon the 7th of its series of great war	67
loans, though the goal of $14,000,000,000 was the same as that of the 6th	141
War Loan and below the $21,600,000,000 actually raised in that loan, it	213
presented in some respects a still greater challenge. In the first place,	288
the quota for individual subscriptions was raised from $5 to $7 billion;	361
secondly, there was a need for extra effort to offset possible psychological	438
let-down following the victory in Europe. Thirdly, the terms and condi-	509
tions of the offerings tended to confine the buying to real investors.	581
In order to confine the loan more closely to genuine investment money,	652
banks were requested not to finance speculative subscriptions.	716
Offsetting the rise in the individual quota to $7 billion, the corporate	789
and institutional quota was lowered from $9 billion to $7 billion. Also,	863
since the new 5½-year 1½% bond was not available to corporate and in-	931
stitutional subscribers, there was no comparable replacement for such	1001
investors. There were no open-market issues between the 1-year ⅞%	1070
certificates and the 14-17 year 2¼% bonds.	1114
While we are on government figures, the Department of Agriculture for	1180
the year ended August 1, 1944, estimated that people in Liberated Europe	1257
had available food equal to 2,100 to 2,250 calories currently, while Germany	1334
and Central Europe had about 2,500 calories per person. These figures	1405
compare with the desirable daily standard of 2,700 calories and the 3,000	1479
calories available daily to consumers in the United States.—*Adapted*	1538

(Continued from page 136) one error. Kimball Contest matter—60 minutes, 70.7 with 16 errors. You can see that the GREGG WRITER Program is helpful to teachers, too, since I probably wouldn't be giving time to practice if I didn't have to in order to keep ahead of my flock."

GOOD work, Sister!

We should like to hear from other teachers who are utilizing the tests, on the results they are getting in the classroom.

Enthusiasm and hard work enabled Sister Clare's Junior students to apply for the Attainment Certificate. The Gregg Writer Attainment Certificate is issued only to students who have qualified on all of the shorthand and typing tests—they must hold shorthand certificates for theory, penmanship, and 60-, 80-, and 100-word speeds; in typewriting, the O. A. T. Junior and Senior Certificates, and Competent Typist Certificates at speeds ranging up to 50 words a minute.

Sister Clare's three first-year shorthand students who qualified on the 120-word Shorthand Speed Test, too, thereby merited the Attainment Certificate "with honor"!

◆ ◆ ◆

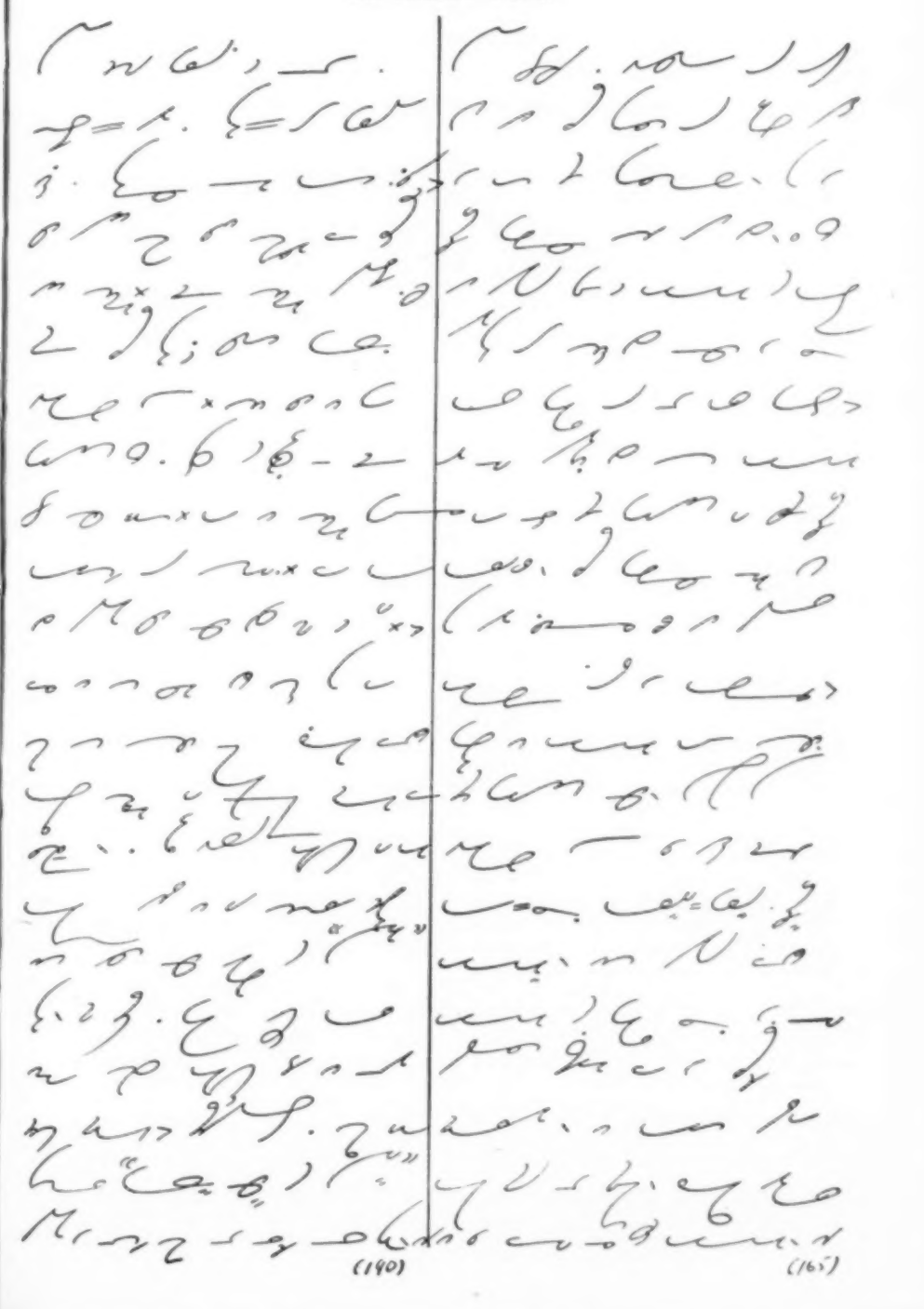
▶ I AM very well pleased with your awards program for shorthand that I started last semester and hope to expand on it this year, subscribing for the GREGG WRITER for each member of the shorthand classes. I am also planning to use the award program for typewriting.—*Robert F. Newton, Lawrence Central High School, Indianapolis, Indiana.*

◆ ◆ ◆

▶ AM looking forward to using the GREGG WRITER again in my classes. There is nothing like it to spur enthusiasm.—*Dorothy S. Ingalls, West High School, Salt Lake City 3, Utah.*

Transcription Speed Practice

(355 Standard Words)



(190) (165)

FOLLOWING THE EVIDENCE

On matter that is not understood by the reporter, it is doubtful that fast, verbatim reporting is possible

CHARLES LEE SWEM
Official Shorthand Reporter, New York Supreme Court

EVERY young reporter must for the first time go into court, sit at the official reporter's table, and report his first court case. No matter how well equipped he may be, nor how many times he has "listened in" as a spectator to court proceedings, the fact that he is now for the first time responsible for the official record makes the occasion an experience that is bound to put him on his mettle.

I REMEMBER many years ago when that experience came to me. I was not new at shorthand then; I had competed in contests and had, in fact, done a great deal of reporting, but only once before had I ever been in a courtroom, and then only as a witness; and when my very brief testimony was finished I got out of the place as quickly as I could. But sometime later I took a Civil Service examination, made the list, and very shortly thereafter I was called to perform my first day's reporting in the topmost trial court of the State, the Supreme Court. At that time, I must confess, I knew little or nothing about court procedure; I had only the faintest idea as to the difference between direct and cross-examination, I knew nothing about the marking of exhibits, and I had never, outside of practice for contests, reported testimony in my life.

The night before, I read and reread a most informing book on court procedure, especially proceedings in the Supreme Court ("The Stenographic Expert," by Willard Bottome). From that book I learned every step of a trial in the Supreme Court as a reporter should know it, from the selecting of a jury to the taking of the verdict; so much so that the next day, when I reported my first case, I was never at a loss throughout the trial as to just where I stood and what I was to do. Except on one occasion.

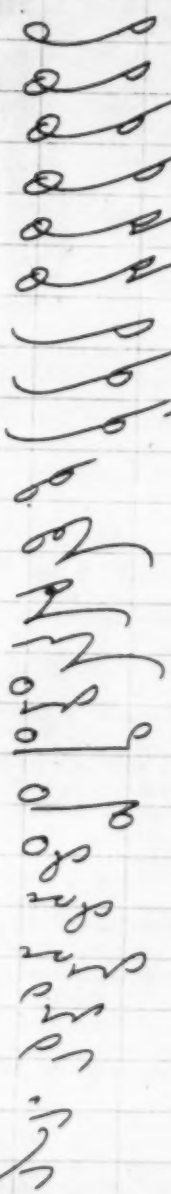
IN the afternoon, in the midst of a heated argument between the opposing attorneys, as to what a particular witness had testified to in the morning, before the judge ruled he turned to me and said, "Mr. Reporter, will you turn back to the witness' testimony on cross-examination and settle the matter for us." Well, I had been a very busy fellow that whole day writing shorthand. All my attention had been concentrated upon getting down what I heard and remembering what Mr. Bottome had said in his book the night before. I hadn't the least notion in the world who had testified and what he or she had said. I had a vague memory that such a witness had been on the stand, only I wasn't sure what was her cross-examination and what was her direct, and I had no memory at all of the subject matter, so occupied had I been with other considerations.

The judge declared a five-minute recess, while I went back over my notes, found the testimony referred to, and when court reconvened read it to the judge and the attorneys. Since then I have come to know, as do all experienced reporters, that the close knowledge and feeling of a case as one is writing it is a most valuable reporting aid. It is an aid not only in reading back instantly a previous bit of testimony and in transcribing later on, but on those not too rare occasions when an argument must be settled or a ruling made, the ability to turn back the pages of the notebook and find instantly what is wanted is an impressive token of intelligent and experienced reporting.

WE all know how easy it is to go daydreaming while reporting sometimes the most rapid case, how simple it is to worry about something that is preying on our mind—doing our job automatically, without consciously knowing what we hear or what we write—and quite as well, perhaps, as if we were paying close attention. That is, until we are required to read back a preceding question, or to untangle a series of exhibits that are suddenly handed to us for marking. It is done, and sometimes we

Forms for Courtroom "Cliches"

Suggested by CHARLES LEE SWEM



I will take

I'll take

I'll take your word

I'll take your word for it

I'll take his word

I'll take his word for it

will you take

will you take my word

will you take my word for it

I take it

I take it for granted

take for granted

took for granted

I didn't ask you that

I didn't mean that

I didn't mean to say

I didn't say that

you know I didn't say that

you know I didn't ask you that

that isn't what I asked you

that isn't the question

you didn't answer the question

you haven't answered the question

are not strictly at fault when the attention flags, especially at the end of a hard day; but, I repeat, it is not the mark of good or intelligent reporting.

All of what might be termed the mechanical details of reporting, such as the forming of the outlines themselves, the indicating of question and answer, the objections of the attorneys and the rulings of the Court should, of course, be accomplished automatically, leaving the mind free to cope with unforeseen obstacles, such as unfamiliar words or phrases, or half-heard utterances, and, of course, the text or subject matter of what is being reported. Nothing is so easy to report as that which is understood; indeed, it is doubtful if fast, verbatim reporting is possible upon subject matter that is not understood by the reporter. Where there is no context, there is no understanding, and then the reporter is writing only sounds and not words or intelligible speech. The reporter must understand, and the more completely he understands, the more closely he follows what is being said, the plainer will be the context to him and therefore the more readable his notes.

To such a reporter notes never become "cold," no matter how distorted they are. Every capable reporter has experienced the satisfaction that comes with transcribing a case perhaps several years old and finding the subject matter and the high incidents coming back to him as vividly as the day he wrote the notes. Such an experience makes not alone for ease of reading, but for confidence and accuracy in the transcript.

ACTUALLY, it is almost impossible for the alert reporter not to follow the details of the case he is reporting. Such a reporter is not by habit a daydreamer—he never could have reached his particular skill if he were; he hears what he hears and forms the shorthand outlines automatically, his conscious mind held more or less in abeyance, but certainly not inactive. Every case, however familiar the subject, challenges his interest. He can have no sympathies one way or the other, but he cannot help following the plays and byplays of the lawyers, the personalities and reactions of the witnesses under fire, and the fine legal problems presented to the judge for ruling. He usually knows what each witness has testified to, even to the very words and phrases used, which neither the attorney nor the judge does; so it is not uncommon in some courts for the judge, knowing the particular ability of his reporter, to settle an argument on testimony by asking the reporter, not to read back, but to state from memory what the testimony was. It is not the best evidence, of course, and an attorney is not bound by the reporter's memory, but he knows from long experience that the competent, experienced reporter is more likely to know what was actually said than anybody in the courtroom.

FROM long experience, I can think of no better way of having a thought or a subject impressed upon the memory than by writing it from dictation in shorthand and then transcribing it. Between the two operations, there is an impression left on the mind that no dry "boning" from texts can possibly accomplish. It is this type of mental impressing, to which the reporter is subject day in and day out, which I think makes of him, whatever his educational background, the well-informed person of practical education that he unquestionably is.

Things You'll Soon Forget

THE boys who work with words will tell you that the best ones in the language are words of praise.

They're short words, too, like "good!," "swell!," "nice going!" And they're so much easier to say than, "This may be all right," or "Let me sleep on this," or a pontifical, "Har-r-r—um—ph!" — *Howard W. Newton, Vice President, J. M. Mathes, Inc., in "Advertising and Selling."*

◆

▶TO know people and products you have to get around. Lack of circulation is more often a malady of men than of publications. —*Howard W. Newton.*

But Remember This!

WAR BONDS are your tickets to the bigger and better America that can be ours if we are willing to work for it. If you save now by investing in War Bonds, you will have money to buy the many new things that will be on sale after reconversion is completed.

WHO'S WHO IN SHORTHAND SPEED

Helen B. Balla

Competency Counts

Examiner A. A. BOWLE

COMPETENCY counts, and puts you in a position to profit by your expertness when the going is hard due to economic conditions over which you have no control. And therein is comfort for the competent. Or, as Miss Balla, recent winner of the Gregg Diamond Medal, sizes up the situation:

> Victory has come, and with it, unfortunately, has come a drastic change in domestic conditions. Whereas the demand for workers in all departments of life a short time ago was greater than the available personnel, today we find Government, industry, and private enterprise confronted with the need of reducing working forces. As the function of the particular government agency in which I am now employed is rapidly coming to an end, there is ineffable satisfaction in knowing I am now professionally equipped to step into a broader and more lucrative position, as and when such a move seems practical.

That must be a source of great satisfaction, for during the War Miss Balla turned down several more lucrative positions, believing that the work she did for the War Production Board was more important than whether or not she was able to make more money! She was, in this way, making her contribution to the war effort.

JUDGING by the letters we have received about her, Miss Helen B. Balla, whose photograph appears at the head of this copy, must be aces high as a secretary and reporter. From the Regional Counsel of the Board, Mr. Bartlette E. Nutter, came this as to her competency and the kind of work she has been called upon to do:

> Her duties involved the speedy and accurate taking of dictation of charges against violators of orders, transcribing of proceedings in conferences involving violations, transcribing telephone conversations, as well as acting as general secretary. In her reportorial work over the past three years I found her to possess the highest degree of skill and accuracy. In her secretarial work she has always used excellent judgment.

To which we add the words of Mr. John Barker Waite:

"In my capacity of Compliance Commissioner for the War Production Board for nearly three years, Miss Balla's work has been invaluable to me. Although not technically my secretary, she has been good enough to take a great deal of dictation from me and to handle much secretarial work. In both respects I may say conservatively, that she has been more efficient and competent than anyone else I have had—although I have had others of real ability.

"I am glad to recommend her unqualifiedly as to her ability, efficiency, and personality."

WHAT a recommendation to receive! Well, that's the way you develop when you give time and attention (and plenty of both) to acquiring top shorthand speed and accuracy. In addition to winning the Diamond Medal for writing 200 words a minute for five minutes and transcribing with a high degree of accuracy, Miss Balla also won the All-College Typewriting Championship of the Detroit Commercial College, typing business letters for fifteen minutes at an average speed of 81 words a minute.

DISCUSSING her reaction to shorthand, Miss Balla had this to say:

"From the beginning of my shorthand studies in the evening classes at the Detroit Commercial College, the art of short-

hand intrigued me. I found that perfecting the art resulted in increased writing speed."

So up the ladder of shorthand speed she went, qualifying on tests from the lowest to the highest. Like all those who have made good in this art, Miss Balla is appreciative of the help she received on the way up, and after discussing her success she said:

At this point I cannot refrain from expressing my gratitude to Miss Lola Maclean for her untiring interest in my progress. She and the faculty have been a fine influence and a constant source of inspiration to me. Their skill in the subjects they teach can be excelled by none. When failure to pass official tests might have resulted in a "what's the use" attitude—even the temptation to give up—their optimism and zeal, which have brought others before me to the top, made failure a challenge. I think I am qualified to say without reservation that it pays to "keep on keeping on."

Two Helpful Hints

THE erasers we get nowadays soon become slick and consequently make messy erasures. I have found it possible to salvage erasers by rubbing off the slick layer with an emery board.

OUR typewriter repair man taught me this little trick: Sometimes when the typewriter ribbon refuses to reverse by itself, or winds erratically, the trouble is that the spool has more ribbon than it can carry. The remedy is to cut off several feet from one end of the ribbon. If you have to adapt a standard ribbon to a portable typewriter, use just half the ribbon for the small portable spools.—*Marjorie Griffith*

Answers to "CPA" Quiz on Page 130

1. CaPitAl
2. reCuPerAte
3. ComPlAin
4. antiCiPAte
5. ComPlicAte
6. disCrePAncy
7. ContemPorAry
8. reCaPitulAte
9. ConsPirAtor
10. syCoPhAnt
11. CaPAble
12. preCiPitAte
13. ComPAny
14. partiCiPAnt
15. CaPtAin
16. muniCiPAl
17. ComPAtriot
18. ocCuPAnt
19. ComPAre
20. enComPAss
21. ChaPlAin
22. inCorPorAte
23. ChimPAnzee
24. emanCiPAtion
25. CamPAign
26. ocCuPAtion
27. CulPAble
28. synCoPAtion
29. CaPAcious
30. esCaPAde
31. ContemPlAte
32. prinCiPAl
33. CorPorAl
34. marChPAne
35. CornucoPiA
36. sarCoPhAgus
37. Co-oPerAte
38. exCulPAte
39. CounterPAne
40. inesCaPAble

Statement of the Ownership, Management, Circulation, Etc.

Required by the Acts of Congress of August 24, 1912, and March 3, 1933

Of THE GREGG WRITER, published monthly, except July and August, at New York, N. Y., for October 1, 1944.

State of New York } ss.
County of New York }

Before me, a notary public in and for the State and county aforesaid, personally appeared Guy S. Fry, who, having been duly sworn according to law, deposes and says that he is the business manager of THE GREGG WRITER and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management (and if a daily paper, the circulation), etc., of the aforesaid publication for the date shown in the above caption, required by the Act of August 24, 1912, as amended by the Act of March 3, 1933, embodied in section 537, Postal Laws and Regulations, printed on the reverse of this form, to wit:

1. That the names and addresses of the publisher, editor, managing editor, and business manager are: Publisher, The Gregg Publishing Company, 270 Madison Avenue, New York 16, N. Y., Editor, John Robert Gregg, 270 Madison Avenue, New York 16, N. Y., Managing Editor, none; Business Manager, Guy S. Fry, 270 Madison Avenue, New York 16, N. Y.

2. That the owner is: (If owned by a corporation, its name and address must be stated and also immediately thereunder the names and addresses of stockholders owning or holding one per cent or more of total amount of stock. If not owned by a corporation, the names and addresses of the individual owners must be given. If owned by a firm, company, or other unincorporated concern, its name and address, as well as those of each individual member, must be given.)

The Gregg Publishing Company, 270 Madison Avenue, New York 16, N. Y.; John Robert Gregg, President, 270 Madison Avenue, New York 16, N. Y.; Guy S. Fry, Secretary-Treasurer, 270 Madison Avenue, New York 16, N. Y.; Edmund Gregg, 6 North Michigan Avenue, Chicago 2, Illinois.

3. That the known bondholders, mortgagees, and other security holders owning or holding 1 per cent or more of total amount of bonds, mortgages, or other securities are: (If there are none, so state.) None.

4. That the two paragraphs next above, giving the names of the owners, stockholders, and security holders, if any, contain not only the list of stockholders and security holders as they appear upon the books of the company but also, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, is given; also that the said two paragraphs contain statements embracing affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner; and this affiant has no reason to believe that any other person, association, or corporation has any interest direct or indirect in the said stock, bonds, or other securities than as so stated by him.

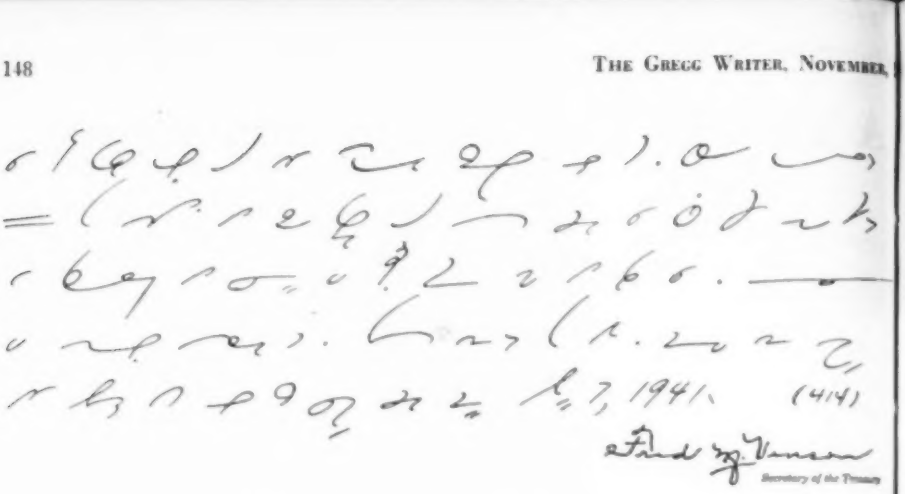
5. That the average number of copies of each issue of this publication sold or distributed, through the mails or otherwise, to paid subscribers during the twelve months preceding the date shown above, is.....(This information is required from daily publications only.)

GUY S. FRY, BUSINESS MANAGER

Sworn to and subscribed before me this 11th day of September, 1945.

(Seal) MARGARET E. ZEBERLE
(My Commission expires March 30, 1947)

A Timely Message to Americans



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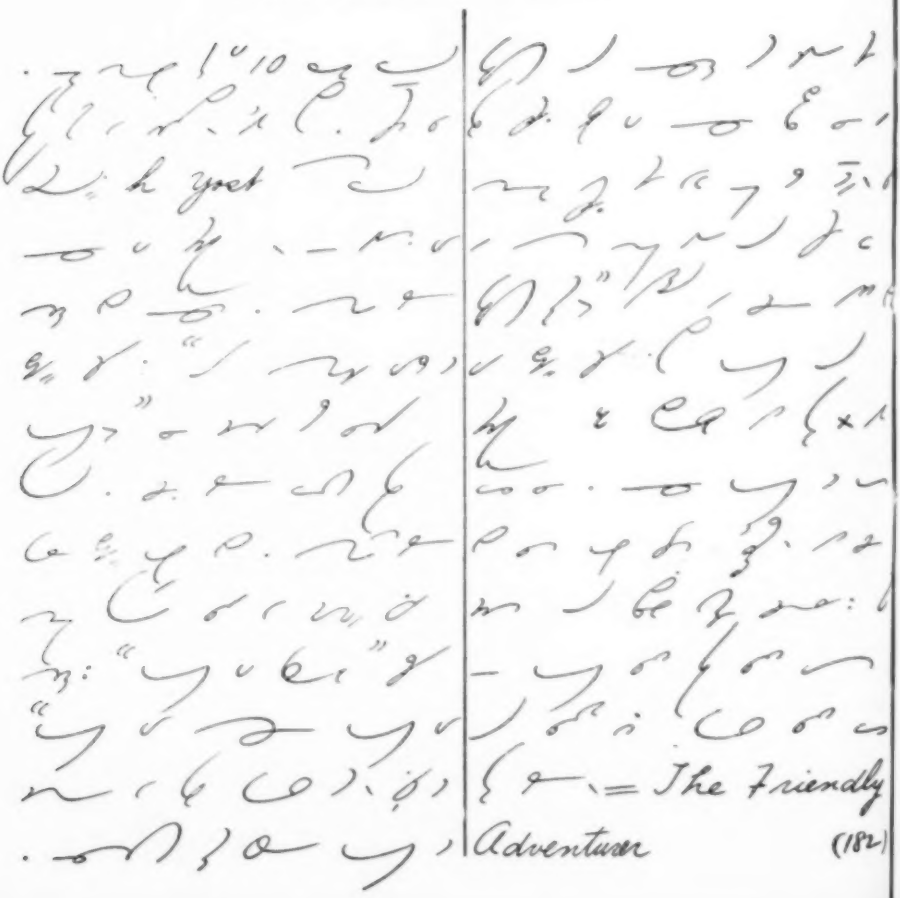
Secretary of the Treasury

BUY ALL THE BONDS YOU CAN...
KEEP ALL THE BONDS YOU BUY

Love and Football



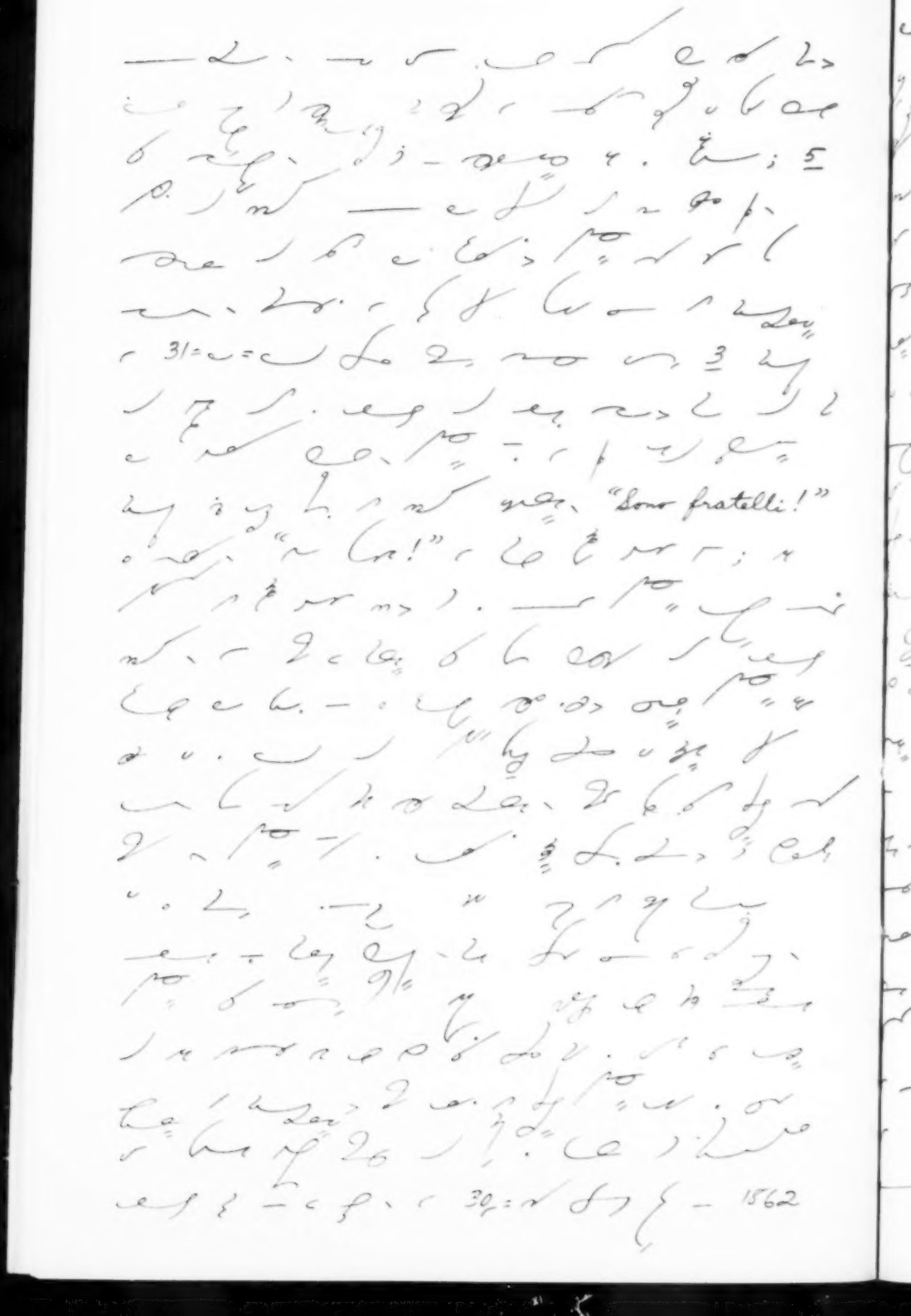
= The Friendly Adventurer (182)

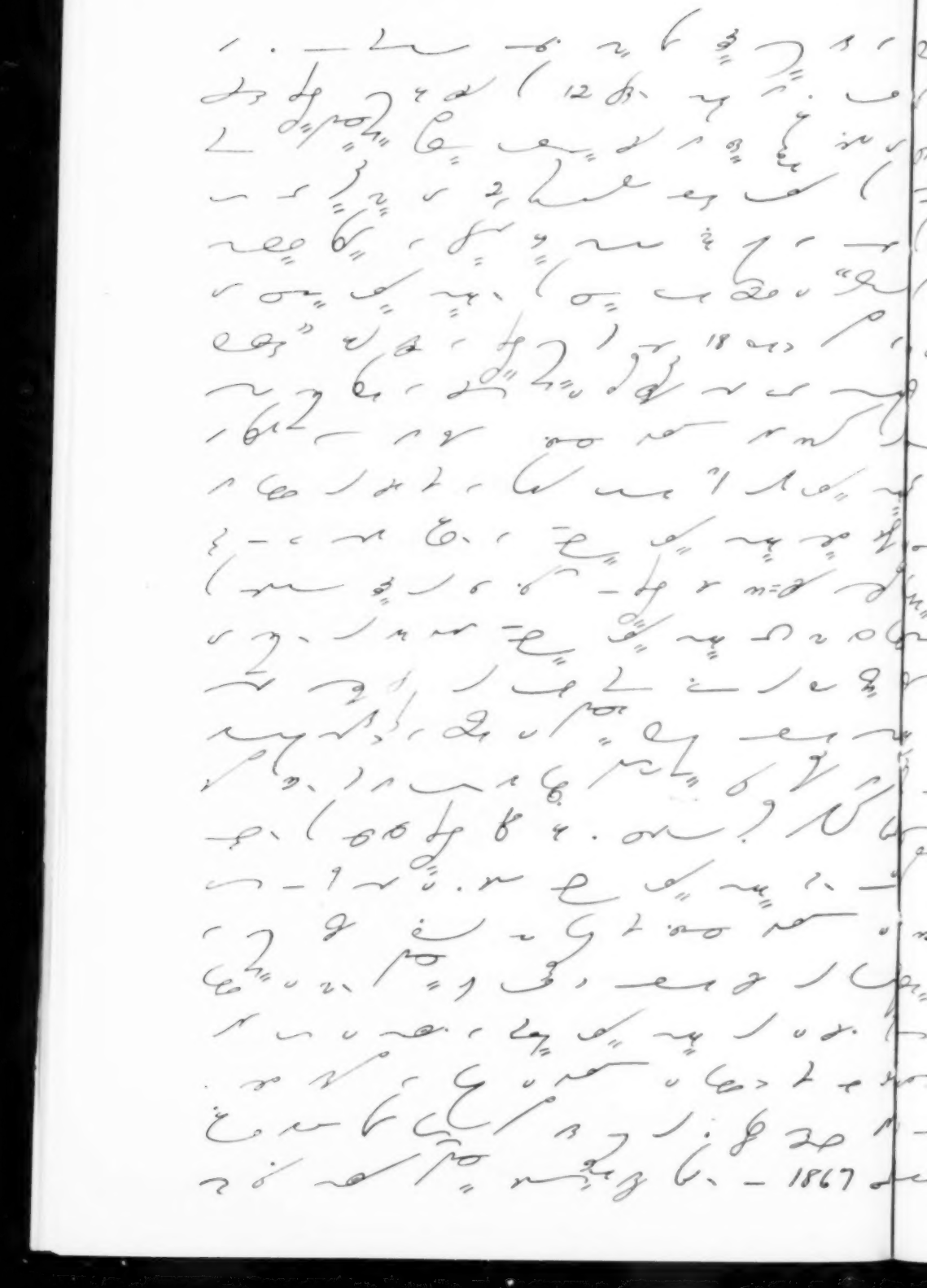
Evangelist of Mercy

HOLMAN HARVEY and EDWARD BYNG
as condensed from "The Rotarian" in the "Reader's Digest"

(Portrait, courtesy of Official Information Bureau of Switzerland)

[illegible] 1859 [illegible] Solferino [illegible] Henri Dunant [illegible] III [illegible] 50 Piedmontese [illegible] II [illegible] 160 [illegible] Castiglione [illegible] 15 [illegible] 45





Crimean
1874
55
1929
1875
15
1890
Heiden
Sonderegger

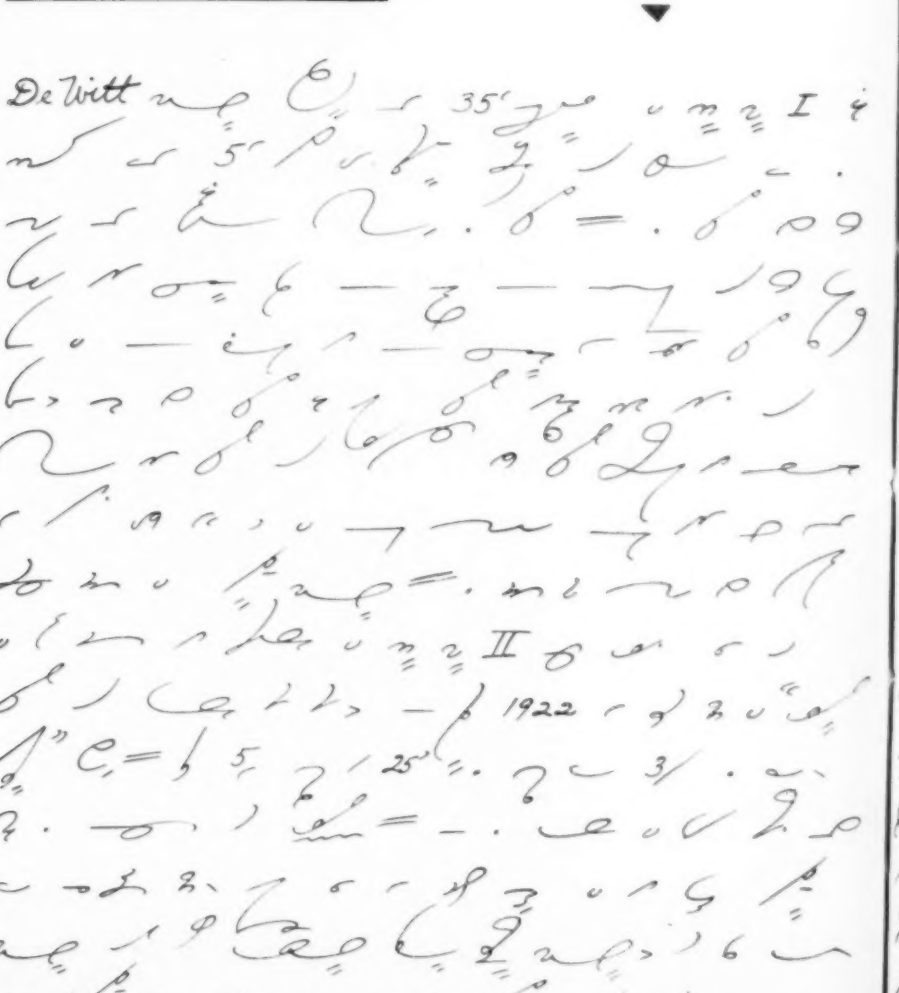
(6640)

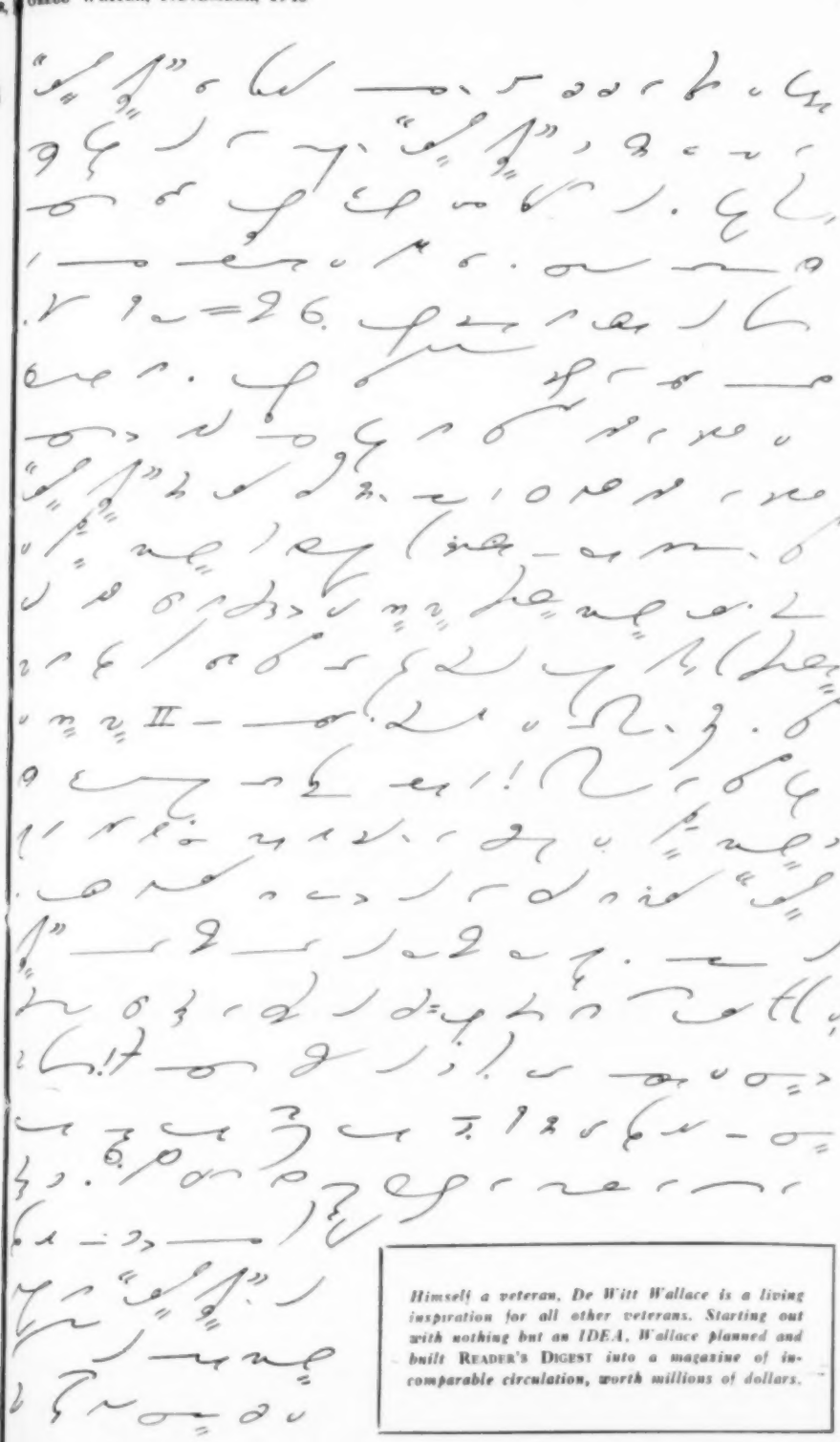
◆ ◆ ◆

Promoter of Ideas

De Witt Wallace founder of the "Reader's Digest"—a Veteran with Ideas

NICHOLS FIELD WILSON
in "Adventures in Business"





Himself a veteran, De Witt Wallace is a living inspiration for all other veterans. Starting out with nothing but an IDEA, Wallace planned and built READER'S DIGEST *into a magazine of incomparable circulation, worth millions of dollars.*

(724)

(First of a series of sketches of successful businessmen reprinted by special permission from Mr. Wilson's inspiring weekly "Adventures in Business." Others will follow from time to time as space permits.)

Balzac

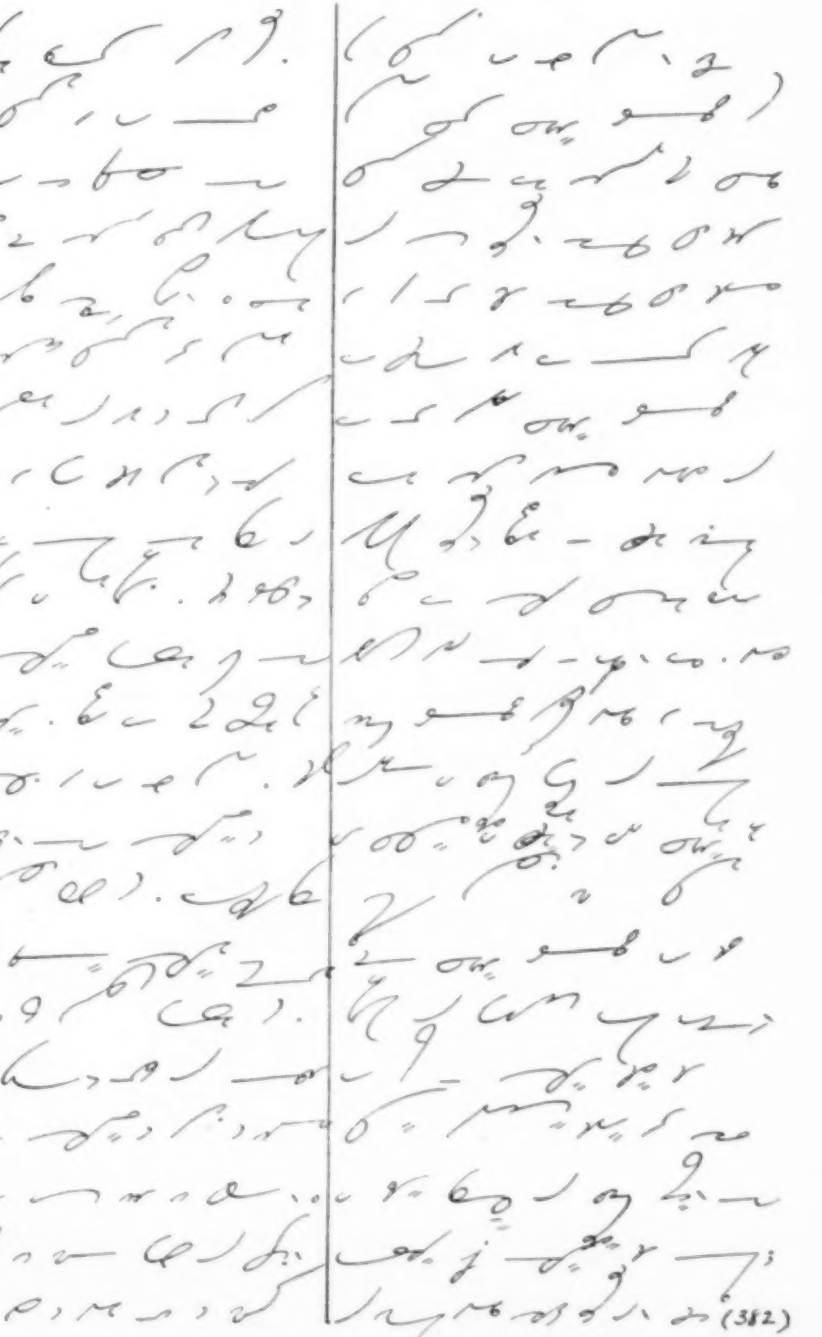
Thackeray's Yardstick

(87)

Graded Letters

A. E. KLEIN

For Use with Chapter Seven of the Manual



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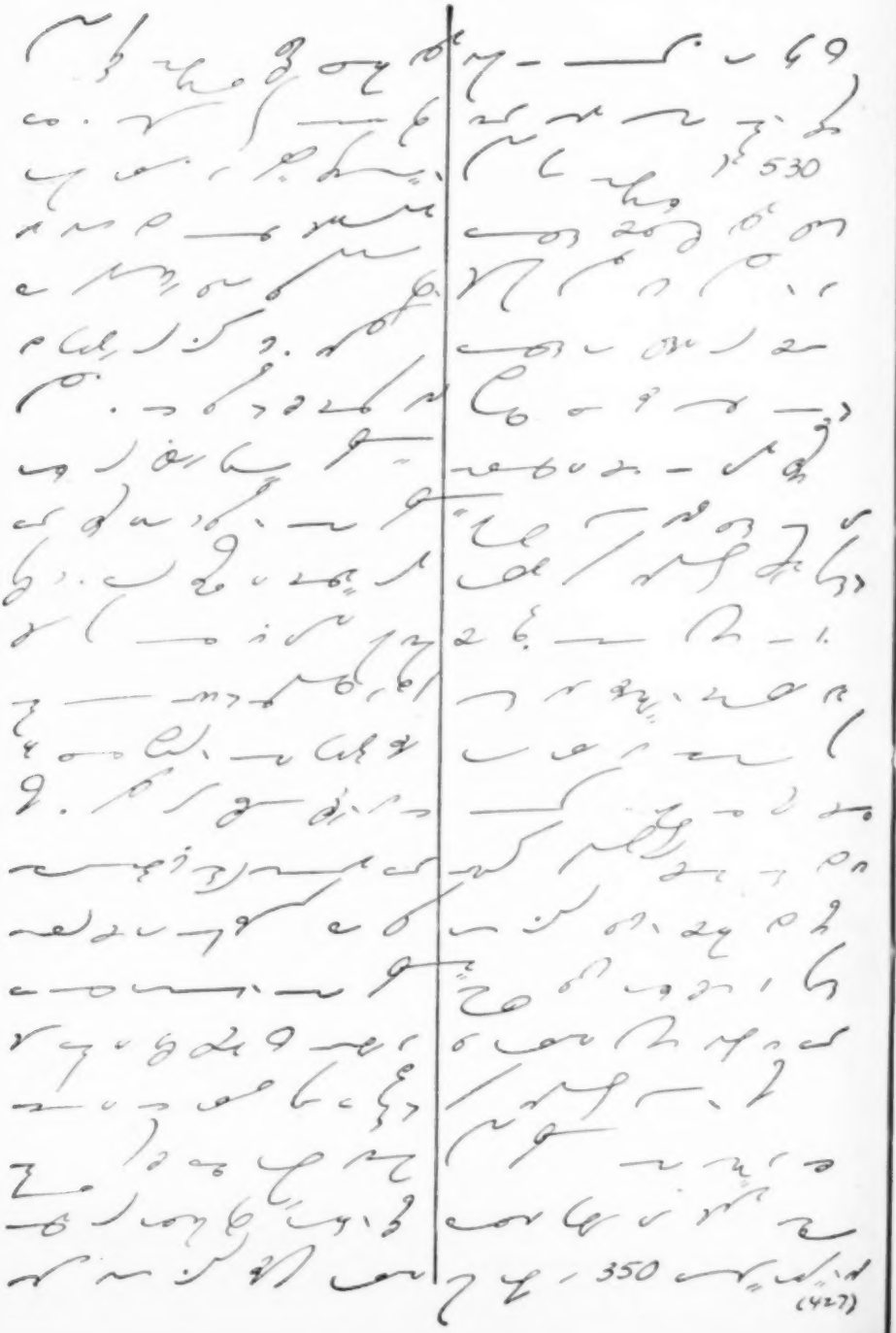
Graded Letters

A. E. KLEIN

For Use with Chapter Eight of the Manual



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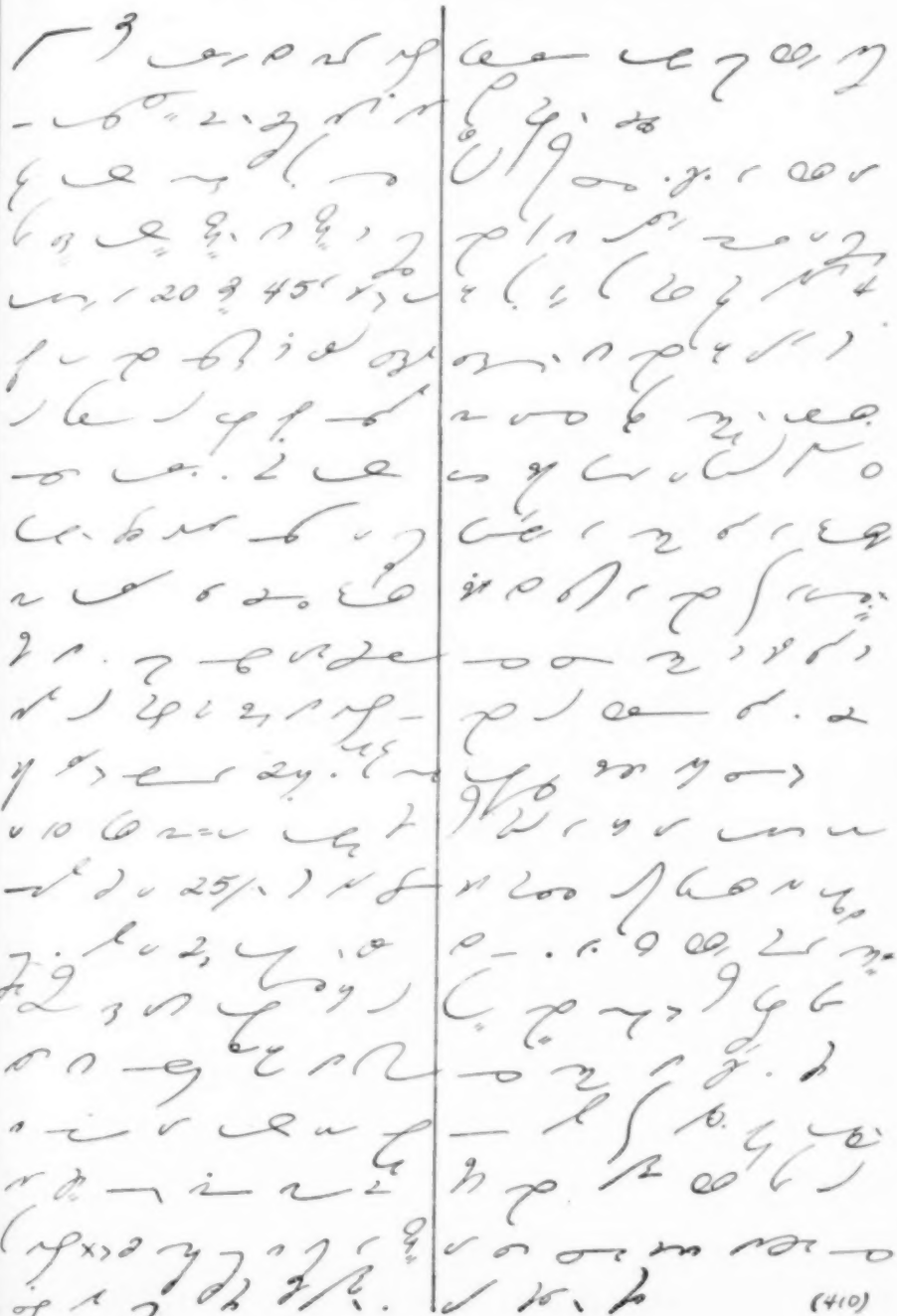
Graded Letters

A. E. KLEIN

For Use with Chapter Nine of the Manual



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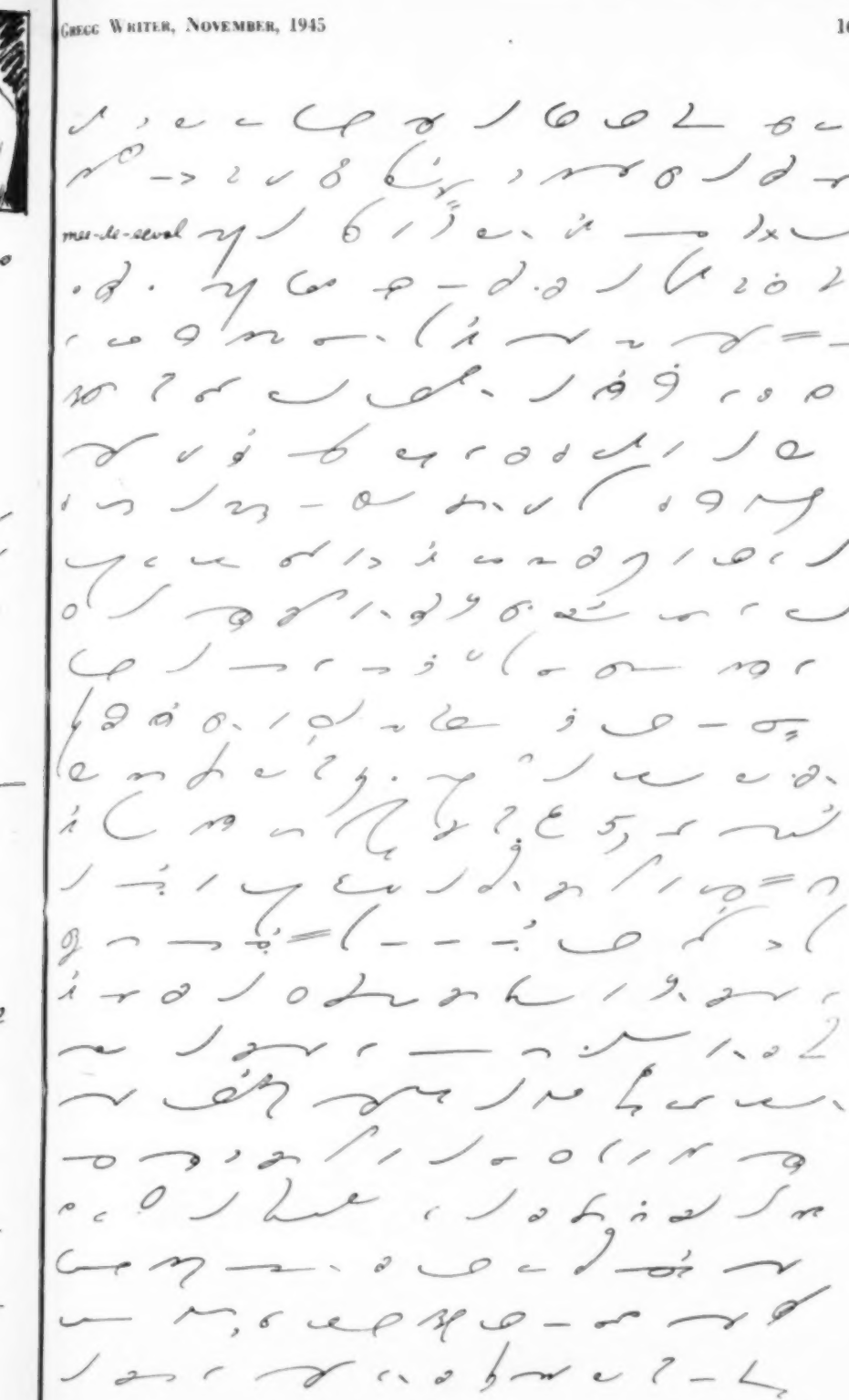
Ambassador G.I.

By ALLAN SWINTON

Part III

(Reprinted by permission of the Saturday Evening Post)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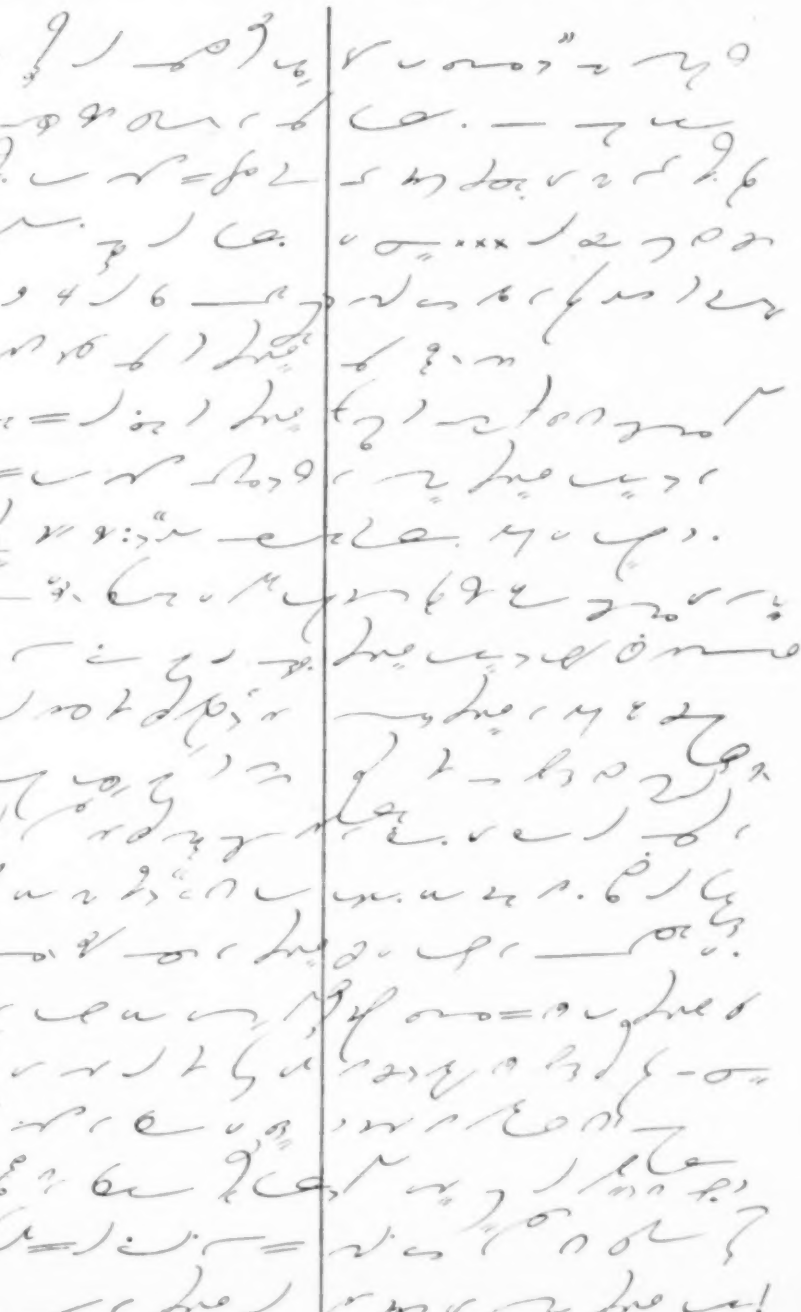
(The end)

Leadership

A Treasury Department Appeal

From THOMAS H. LANE
Director, Advertising, Press and Radio Section, War Finance Division



(388)

By Wits and Wags

He Should Know

Added Attraction

Taking No Chances

Embarrassing Questions

Like Teacher?

A Bit Thick

Modern Times